



Hutto ISD Board of Trustees

BOARD OPERATING PROCEDURES

Hutto ISD Philosophy

We Believe

- Hutto ISD strives to be the best school district in Central Texas.
- The safety and security of all are a top priority.
- Every decision should be made in the best interest of students.
- Success is possible for every student.
- We recruit, develop, and retain exemplary staff.
- The pursuit and acceptance of diversity are critical.
- We will be responsible stewards of taxpayers' dollars.
- All students are important, and the educational needs of each must be met.
- Parents/guardians are vital to the success of our students.
- Open two-way communication and transparency are imperative for a relationship-centered district.
- Character is as important as academic achievement.
- We are able to accomplish more as a community.

Hutto ISD Vision

- Hutto ISD aspires to be the premier choice in education through innovation, leadership, and diversity!

Hutto ISD Mission

- Hippo Nation inspires excellence in academics, character, and community.

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OPERATING PROCEDURES

BOARD MEETINGS

1. Developing the Board Meeting Agenda

a. Agendas

- i. A draft of the agenda is prepared by the Superintendent for approval by the Board President.
- ii. At each regularly scheduled Board meeting, the Superintendent will review upcoming meeting dates and major agenda items. Board Members may request items to be placed on the agenda for future Board meetings at this time.
- iii. All Board Member-related topics submitted in a timely manner shall be included unless the requesting Board Member and the Board President and/or the Superintendent agree to postpone the item until a future date.
- iv. No item can be placed on the agenda less than seven days in advance of the meeting without the Board President's approval. The President shall consider the following factors:
 1. The length of the agenda
 2. The nature of the agenda item and the preparation required to adequately address the topic
 3. Can the agenda item be addressed with an update in the superintendent's weekly report?
- v. No item can be placed on the agenda less than 72 hours in advance of the meeting unless an emergency or public necessity exists.
- vi. Staff members and members of the public will be notified of the posting of a board meeting agenda through to the required posting on the Internet and at the HISD Administration building.
- vii. Parents, employees, students, and members of the public have no independent right to place items on the agenda over the objection of the board or to force the board to consider an item, outside the applicable grievance process at Level Three.

b. Timely Notification and Information.

- i. Board members shall be notified of a meeting at least 72 hours prior to a regular or special meeting and, at least, two hours prior to an emergency meeting.
- ii. Board members will receive relevant supporting documents for the upcoming meeting 72 hours prior to the regular meeting.
- iii. Information will be available to each Board Member online. Questions regarding supporting documents should be directed to the Superintendent or designee prior to the meeting.
- iv. The Superintendent will prepare and disseminate to Board members a weekly communication to address emerging issues or to provide follow-up information

requested by Board members but not requiring discussion during a meeting or workshop.

c. Consent Agenda

- i. The consent agenda includes items of routine and/or recurring nature, 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 materials for each 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. A Board Member may request that an item be withdrawn for individual consideration. The request to withdraw an item may be made any time after the agenda is prepared up to the vote on the consent agenda.
- vi. Voting results for all consent agenda items will be specified in the minutes.

d. Meeting Dates

- 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 include those items that are cyclical and/or recurring for consideration at regular or workshop meetings.
- iii. The calendar and agenda items will be made available for the Board and the public using appropriate communication methods and posted in accordance with Board legal policy.
- iv. The calendar will be reviewed twice annually for updates and revisions.
- v. Standard meeting dates will include regular Board meetings on the second and fourth Thursday of each month.

2. Conducting Board Meetings

a. Quorum

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

b. Opening Meeting

- i. The Board will open each regular business meeting by reciting the Pledge of Allegiance to the U.S. and Texas flags and an Invocation. The pledges and a moment for meditation and reflection may be led by a Board Member or guests invited for this purpose.

c. Executive Session

- i. The Board may meet in executive session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapter D and E.

- ii. The posted agenda shall identify the section or sections of the Act authorizing the closed meeting and the general topic or subjects to be discussed.
- iii. Before any closed meeting is convened, the presiding officer will publicly identify such section or sections and such topics and subjects.
- iv. The Superintendent shall attend all meetings of the Board, both public and closed, except when the Board is considering the Superintendent's contract evaluation or performance or if the Board is resolving conflicts between individual Board members.
- v. All final votes, actions, or decisions regarding the closed session items will be taken in an open meeting.
- vi. In the event of the Superintendent's illness or Board-approved absence, the Superintendent's designee shall attend such meetings.
 - 1. Associate Superintendent for School Support
 - 2. Chief Financial Officer
 - 3. Assistant Superintendent for Human Resources
 - 4. Assistant Superintendent for Operations
- vii. The Board has the right to designate individuals whose presence may be required to address a topic during a closed session.
- viii. The Board President is required to sign a certified agenda of all closed sessions. The Board Secretary will complete the certified agenda for closed sessions. Certified agendas must be kept locked and confidential for at least 2 years after the meeting date and are only legally accessible to current board members.
- ix. Only topics related to the cited section of the Texas Open Meetings Act prior to convening in a closed session may be discussed in a closed session.

d. Public Participation

- i. At regular meetings of the Board, the President shall allot time to hear persons who desire to make comments to the Board.
- ii. At the beginning of the Citizen Participation agenda item, the Board President will announce the rules for public participation. At formal Board meetings, the rules of Citizen Participation found in BED (Local) will be summarized for the audience. At Board workshops, the guidelines for informal discussion will be noted if such discussion is anticipated.
- iii. Any person may address the Board at a regular Board meeting during Citizen Participation on the agenda. At the direction of the Board President, public comments relating to a specific agenda item may be postponed until that item is discussed. A citizen must sign up on the appropriate form prior to the opening of the Board meeting.
- iv. Citizen comments may be on items listed on the agenda or other areas of school district operations but shall not include complaints that name specific students.
- v. Citizens will not be permitted to name or in any way, identify (including titles) specific employees when discussing complaints. Citizens who wish to file a complaint about specific employees will be directed to the district's grievance policy and made aware that public discussion of complaints against district employees may unduly prejudice the Board if they seek recourse through the formal grievance process.

- vi. Questions asked by the public on topics posted on the 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 later response.
 - vii. Each speaker will be limited to **five minutes** (take it to the Policy Committee to change it to three minutes) unless the time is otherwise increased or decreased prior to the beginning of the communications portion of the agenda. Groups of more than five persons wishing to speak on a single subject will be asked to appoint a spokesperson to express the views of the group.
 - viii. The Board vests in its President or other presiding officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules. The President or presiding officer shall warn the speaker of their unacceptable behavior. Should the speaker's unacceptable behavior continue, the District police officer on duty shall be called upon to remove the speaker from the premises. (Add this wording to changes proposed to BED (LOCAL).
- e. Response to Citizens Addressing the Board
- i. Board Members will listen attentively to comments.
 - ii. Board Members will not respond to or enter into discussion with the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda, and items not on the agenda are not allowed in discussion.
 - iii. Board Members may direct the citizen to a designated staff member for assistance or the superintendent or other administrator follow-up on their own.
- f. Board Meeting Parliamentary Procedure
- i. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised, or as spelled out in adopted procedure.
 - ii. 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 of the Board.
 - iii. Except in conflict of interest, as defined by law, or ethical conflict of interest, Board members are expected to vote on all action items.
 - iv. Secretary may read the proposed motion.
- g. Transacting Business
- i. When an agenda item is presented, a discussion shall be held, and a decision reached through voting in accordance with the prescribed procedure. Although there may be dissenting votes, which are a matter of record, each Board decision shall be an action by the whole Board, binding upon each member.
- h. Hearings
- i. Employee or student/parent grievances will be handled according to policy.

3. Board Workshops

- a. The Board may conduct Board Workshops on a monthly basis as needed.

- b. The workshop format is intended to allow Administration to present information to the Board that is:
 - i. Time-sensitive and/or discussion intensive
 - ii. Required by law, rule, or policy, or/and
 - iii. Is necessary for the efficient and effective operation of the District.
- c. The Superintendent shall develop Board Workshop agenda items in collaboration with the Board President and will notify Board Members of the agenda.
- d. The Superintendent will use discretion in determining the nature and extent of background materials specific to each agenda item and whether those materials should be delivered to Board Members prior to the workshops.
- e. When it is necessary to place an action item on the Workshop agenda, the Board will receive supporting documents in advance for review.
- f. Board workshops are not intended to substitute for regular monthly Board meetings, although a quorum of the Board may take action on any posted item.
- g. The workshops are intended to allow an opportunity for the Team of Eight to research and discuss topics in-depth, along with pertinent staff members. Informal discussion with members of the audience may be allowed, at the discretion of the Board President, on a particular agenda item, as long as the discussion does not distract from Board's business.
- h. The Board President serves as the presiding officer at Board Workshops. In the absence of the President, the Vice-President will preside.

4. Board Committees

- a. The Board may, from time to time, as it deems necessary, create committees to facilitate the efficient operation of the Board.
- b. A committee that includes one or more Board Members and has supervision or control over public business or public policy is subject to the Open Meetings Act when it meets to discuss the public business policy.
- c. A committee that includes less than a quorum of the Board is not subject to the Open Meetings Act if it serves a purely advisory function, with no power to supervise or control public business. However, should the committee actually function as something more than an advisory body, having supervision or control functions, it must comply with the Open Meetings Act to avoid depriving the public of access to the Board's actual decision-making process.
- d. Committee members may volunteer but ultimately all Board committees and committee members are appointed by the Board President.

- e. On occasion, board members are asked either by the Board or by a separate entity to serve as a representative on non-board committees and or as a liaison between the Board and another entity. Board members serve as a representative only if appointed by the Board to serve in that role. Otherwise, the board member serves strictly as a community member or parent and may provide information to the Board but does not represent the Board.

5. Electing Board Officers

- a. Officers are nominated and elected annually at the first regularly scheduled Board meeting after the installation of the new board members who were elected in May. (BDAA LEGAL and LOCAL)
- b. A vacancy in the office of the President will be filled by a majority election. The Vice President becomes President only upon being elected to the position. However, the Vice President will serve as Temporary President until such an election takes place.
- c. The Board will elect an officer to fill any vacancy at the next Board meeting after the vacancy occurs.
- d. Duties of officer positions will be reviewed in preparation for the nomination of members for Board officer positions.
- e. Board officers shall serve no more than six consecutive years in any one officer position.
- f. Board members are required to complete the Robert's Rules of Order Class and 10 hours of TASB Leadership Training prior to serving as Board President or Vice President. The Board Secretary is required to complete a Robert's Rules of Order class and 5 hours of TASB Leadership training within their first year of holding office.

6. Responsibilities of Board Officers

- a. President
 - i. The Board President consults with the Superintendent to prepare agendas for all Board meetings and workshops. Agendas are generally proposed by the Superintendent and reviewed and approved by the Board President prior to official posting.
 - ii. The Board President presides at all meetings.
 - iii. The Board President generally acts as the spokesperson for the Board regarding media or community inquiries and official district functions.
 - iv. The Board President is responsible for signing a certified agenda of all closed meetings.
 - v. The Board President and the superintendent are responsible for planning and facilitating New Board Member Orientation.
 - vi. Serve as the Board's spokesperson at speaking engagements, special events, conferences, and all other functions which call for district representation.

- vii. Communicate weekly with board members and send out reminders about upcoming meetings, tasks, or special events that require Board attention.
- b. Vice President
 - i. The Vice President will serve as the presiding officer in the absence of the President.
 - ii. Serve as a mentor to new members.
- c. Secretary
 - i. Along with the Board President, the Board Secretary signs off on all required minutes, contracts, etc.
 - ii. The Board Secretary is responsible for ensuring that minutes are recorded at each Board meeting.
 - iii. The Board Secretary is responsible for completing the closed session minutes on the certified agenda during all closed meetings.

7. New Board Members Orientation

- a. All newly elected Board members are required to receive a three-hour, local orientation within 60 days of being sworn in.
- b. The Board President is responsible for planning and facilitating this orientation with assistance from the Superintendent. Suggested orientation topics include:
 - i. Board Operating Procedures
 - ii. HuttoISD Policy Manual
 - iii. District organizational chart and staff responsibilities
 - iv. Parliamentary Procedures
 - v. Social Media
- c. Meet individually with members of the Executive Leadership Team

ANNUAL EVALUATIONS

8. Superintendent Evaluation

- a. Formative evaluations will be conducted quarterly in a closed session.
- b. The formative evaluation process will consist of the Board meeting in a closed session to informally review current district progress toward goals and objectives set forth in the Superintendent Evaluation Instrument. The Board will then discuss with the Superintendent areas of accomplishment as well as areas in need of additional focus. The first formative evaluation that occurs following the annual Board election should include a discussion that fosters an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities. 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.

- c. A summative evaluation will be conducted in closed session annually in January and will include a discussion of the Superintendent's contract. The Board will use the approved evaluation instrument for the summative evaluation.
 - i. A copy of the evaluation document, current goals, and the Superintendent's self-evaluation will be provided in advance to each Board member.
 - ii. Each Board Member should complete the scoring sheet with comments based on their knowledge and the Superintendent's self-evaluation prior to the January Board Meeting.
 - iii. During the closed session the Superintendent will provide additional information and answer questions from the Board.
 - iv. After the Superintendent is excused from the executive session, the Board will discuss the goals and performance under those goals.
 - v. Board Members may view the final evaluation summary during the executive session. A sealed copy may be provided to Human Resources to be placed in the Superintendent's personnel file.
 - vi. The Board and/or Board President will then discuss the performance evaluation with the Superintendent. All comments provided will be consolidated into one final evaluation for the Board President and Superintendent to sign.
 - vii. Individual Board members may choose to share with the Superintendent copies of their individual Board evaluations; however, the consensus document will serve as the official record of the evaluation by the Board. Specific details of the Superintendent's evaluation are to be kept confidential and are not subject to the Texas Freedom of Information Act. However, as part of the posted evaluation agenda item, the Board may issue a public statement regarding the overall level of satisfaction of the Board regarding the Superintendent's performance.

- d. The Board shall strive to accomplish the following 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. The Board President or Vice President will meet with new Board members to review the evaluation process.
 - iv. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - v. Identify accomplishments and areas in need of improvement for the superintendent and district.

- e. The Superintendent's Contract
 - i. The Board shall determine any modifications to the Superintendent's contract at the time of the summative evaluation (January).
 - ii. Modifications to the Superintendent's contract require an action of the Board in an open session.

- iii. When a superintendent is hired in a month other than January, the summative evaluation shall be conducted in January of the next school year. Quarterly evaluations will take place in the regular cycle.

9. Board Evaluation/Team Building

- a. The Board is required to participate in a minimum of three contact hours of Board Team Building annually.
- b. Board Team Building may be used to review and modify Board priorities that will be used to establish District goals and objectives that guide planning and budgeting.
- c. The Board may also use this time to conduct a Board self-evaluation in January. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include:
 - i. Board operating procedures
 - 1. Adhere to procedures
 - 2. Review procedures annually
 - ii. Board member training
 - 1. All members complete the required training requirements.
 - 2. Members seek additional training based on interest and growth.
 - 3. Proactive measures to build collegiality, teamwork, and alignment (ie. book studies, professional development, team building workshops, ec.)
 - iii. Conflict resolution
 - 1. Ability to have honest and open communication
 - 2. Acknowledgement of conflict and reach out to person(s) involved
 - iv. Working relationships with the Superintendent
 - 1. Regular and open communication
 - 2. Individual check ins with Board members
 - 3. Accessibility and communication with executive team members
 - 4. Recognition that every member has an area(s) of interest
 - v. Conduct Board meetings
 - 1. Efficient
 - 2. Respectful
 - 3. Relevant agendas
 - 4. Adherence to Open Meetings Act and Robert Rules of Order
 - vi. Relationship with the community
 - 1. Participation in community forums
 - 2. Participation in community organizations
 - 3. Visibility at school and community events
 - 4. Recognition and awards for efforts
 - vii. The Board's role in achieving District goals and objectives
 - 1. Participation in long-range planning and goal setting
 - 2. Monthly recurring calendar for progress monitoring (data dashboard, data reports, updates, etc.)
- d. In the months before the discussion, the Board as a whole shall:

- i. Review the Board's goals for the current year to ensure that all Board Members are familiar with Board priorities.
- ii. Reaffirm the purpose of the self-evaluation so that all Board Members understand the desired outcomes of the evaluation.
- iii. Identify and collect any information or materials the Board might need in conducting its self-evaluation. This material might include documentation on District goals for the current year, reports of the Board's successes and progress in meeting these goals, records of Board meetings and community participation, and newspaper clippings.

INDIVIDUAL BOARD MEMBERS

10. Access to Information (BBE Local)

- a. 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 to properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- b. Individual Board Members shall not have access to confidential student records, unless there is a legitimate educational interest in the records in accordance with policies FL (Legal) and (Local).
- c. All requests by a Board Member for compilation of data, other than copies of existing records, shall be directed to the Superintendent. The Superintendent will prepare requested reports and distribute them to the entire Board. If the preparation of the requested report is expected to consume excessive staff time and resources, the Superintendent will confer with the Board President to determine whether the requested report should be placed on an upcoming agenda for possible action.
- d. In general, requests for information made by one Board Member that requires the compilation of a written report shall be shared by the Superintendent with all Board Members.

11. Authority

- a. Board Members, as individuals, shall not exercise authority over the District, its property, or its employees.
- b. Except for the 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.
- d. Board members do not serve as the official representative of the Board or Hutto ISD unless duly appointed by the Board to serve in that role. The Board President may serve as the spokesperson for the Board.

12. Communication with Other Board Members

- a. Communication with other Board Members (in any forum other than a meeting duly posted, in which a quorum is present) regarding District issues/items should be limited to “information only” to avoid the presence of deliberation.
- b. 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.
- c. A Board Member may discuss a District issue with no more than two other Board Members. Board members shall be cognizant of the Open Meetings Act and follow through with responsibility.
- d. All written communication among Board Members, including communication by email, is subject to The Public Information Act. This includes personal emails and district email. Board Members should archive all email communication with other Board Members.

13. Communication with the Media

- a. The Board President serves as the official spokesperson for the Board team.
- b. Media calls should be directed to the Public Information Officer for handling.
- 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 of the District. Board members are cautioned regarding potential adverse impacts on the board member, the Board as a whole, and Hutto ISD when addressing the media as an individual board member.
- d. Board members are encouraged to exercise similar caution regarding the use of social media as they would regarding addressing the press. Board members need to keep in mind the potential adverse impact on the Board and on Hutto ISD when posting and responding to social media. Although posts may be from a personal or parental perspective, the public will likely perceive the post to be representative of the Board.

14. Complaints to Board Members

- a. A primary aim of the Hutto ISD Board is to resolve all disputes and the Board recognizes that resolution is more likely when handled informally and directly between the parties involved. Board members are expected to remain professional and polite when interacting with any complainant and will encourage the complainant to attempt resolution through interaction with the individual or individuals at the source of the complaint.
- b. Employees, students, parents, or other members of the public who bring concerns or complaints to an individual Board Member shall be referred to Board policy as defined in FNG (Local), GF (Local), and DGBA (Local).
- c. Board Members should notify the Superintendent of the complaint, as necessary. If an administrative response is required, the Superintendent or designee will reply to the email, with a copy of that reply being sent to each Board Member for information. If a Board response is required, the Board President will confer with the Superintendent and then respond on behalf of the Board, sending a copy of the correspondence to the other Board Members and the Superintendent.
- d. As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member as outlined in the Board policy complaint process.
 - i. As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member as outlined in the Board policy complaint process.
 - ii. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is an administrative remedy, the Board Member 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. When a complaint regarding the Superintendent is received by a Board Member, the Board Member may forward the complaint to the Board President. If the receiving Board Member and/or Board President deems the complaint worthy of further consideration by the Board as a whole, the complaint should be discussed at the next Board meeting in closed session if urgent or during the Superintendent's next formative evaluation.

15. Continuing Education

- a. Board Members are required to complete training as specified in the Texas Education Code 11.159 according to assessed needs.
- b. New Board Members shall participate in a local orientation session concerning meeting processes and parliamentary procedures within 60 days before or after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within the first year.

- c. New Board Members shall also complete ten (10) hours of continuing education during the first year of service.
- d. Sitting Board Members shall receive three (3) hours of orientation to the Texas Education Code, relevant legal obligations, TEA required training, and at least five (5) hours of continuing education each year following the first year.
- e. The President of the Board of Trustees shall receive continuing education annually related to the leadership duties of a board president.
- f. To the extent possible, the entire Board shall participate in continuing education programs together.
- g. Annually, as prescribed by law, each Board Member's training hours will be read into the minutes, announcing the name of each Board Member who has completed the required continuing education, who has exceeded the required hours, and who is deficient in the required hours.
- h. Board Members may share information from continuing education programs/conferences during the allotted time at Board meetings or by a written report, as appropriate.
- i. All Board Members are required to complete training on the Texas Open Meetings Act no later than the 90th day after the Board Member is sworn in, such training must be approved by the Attorney General.
- j. The entire Board, including all Board Members, shall annually participate with their Superintendent in a team-building session facilitated by the 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 3 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.

16. Meeting with the Superintendent and other District Employees

- a. The Superintendent will strive to accommodate drop-in visits by Board Members. When possible, these meetings and the topics to be discussed should be scheduled with the Administrative Assistant to ensure that the Superintendent is available, that adequate time is set aside for the meeting, and that appropriate information and materials are available for discussion.
- b. When a Board Member wishes to meet formally with any other District employee, the Board Member will inform the Superintendent. The Superintendent will schedule the meeting and contact the Board Member.

17. Reimbursable Expenses

- a. Board Members shall be reimbursed for reasonable and allowable expenses incurred for:
 - i. Carrying out the business of the Board at Board's request
 - ii. Attending meetings as official representatives of the Board
- b. Reimbursement for travel and expenses related to conventions/conferences/board related training will be limited to six nights per year and require a summary report during open session.
- c. Reimbursement for additional conventions/conferences and associated allowable expenses will require prior Board approval.
- d. Priority shall be given to attending 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 reimbursement rate shall not exceed the rate 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 – Will be reimbursed at the established district per diem rates.
 - iv. Mileage - The Board is encouraged to use District vehicles when traveling outside the district for conferences or training. Reimbursement for personal use of vehicles will be provided if a District vehicle is not available. Reimbursement is not to exceed the allowable IRS rates 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. Spouse/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. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
- k. 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.

18. Visits to Campuses

- a. Board Members are encouraged to attend all school events as their time permits and to show support for school activities.
- b. Board Members will notify the principal prior to visiting a campus in an official capacity, including the nature of the visit, and sign in at the campus office.
- c. Individual classroom visits will be made by invitation only, and campus administrators will be notified in advance. Board Members shall not visit campus in an attempt to evaluate personnel on that campus.
- d. Campus staff members may find viewing Board Members as parents rather than as Board Members difficult. Therefore, 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 children
- e. Board Members running for re-election shall not request or accept support from District employees during work time or make campus visits in conjunction with campaigning for a Board position.
- f. New Board candidates, after having declared their intention to run for election, will be provided information on guidelines for campus visits and restrictions related to Board Members and campaigning.

19. Conflicts of Interest - Chapter 176 of the Texas Local Government Code requires a records administrator of a school district to file a conflicts disclosure statement if:

- a. the school district has contracted with a person or is considering doing business with the person, and the superintendent, board member, or a family member of any of these either is an employee or has a business relationship with the person

- b. and receives taxable income or has been given by a person one or more gifts that have an aggregate value of \$250.00 in a year preceding the date the local government officer became aware of the facts that trigger the filing requirement.

The statement must be filed with the records administrator no later than 5:00 p.m. on the 7th day after the date the officer becomes aware of the facts that require the filing of a statement.

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 action 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 avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing 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.

BOARD MEETINGS

Hutto ISD Board Meetings take place on the second and fourth Thursday of each month in the Board Room of the Administration Building, 200 College Street, Hutto, Texas. Meetings begin at 6:00 p.m. with Executive (Closed) Session and Open Session begins at 7 p.m. and are open to the public. Called meetings are scheduled on an as-needed basis, although Texas law does allow the Board to call an emergency meeting in a crisis situation.

In accordance with the Texas Open Meetings Act, the Board has the privilege to meet privately in closed session to discuss matters related to personnel, student discipline, security, land acquisition or to consult with legal counsel. No action, however, may be taken during a closed session.

ADDRESSING THE BOARD

The Board encourages comments from citizens of the District and from District employees. Anyone wishing to address the Board either as an individual or as a representative of a group, may do so during the Citizen Participation portion of the meeting. The Board asks that comments pertain to public education and be no longer than five (5) minutes.

Persons who wish to participate in this portion of the meeting must complete this form and submit it to the Administrative Assistant by the time the Board President starts the meeting upon returning from closed session or no later than 7:00 pm.

According to the Texas Open Meeting Act, the Board may not discuss or act upon any issues that are not posted on the agenda for tonight's meeting. If an issue mentioned is listed on tonight's agenda, the Board will defer discussion of the issue until the appropriate time during the meeting.

The Board has adopted complaint policies that are designed to provide a prompt and equitable resolution of complaints and concerns.

- Students and/or their parents may file complaints in accordance with Policy FNG (Legal) and FNG (Local).
- Employees may file complaints in accordance with Policy DGBA (legal) and DGBA (Local).
- Other citizens may file complaints in accordance with Policy GF (Local).

Each of these complaint processes allows an individual to appeal administrative decisions to the Board.

Copies of HISD District policies about public participation in Board meetings and filing complaints are available on the table at the back of the Board Room during meetings, on the Hutto ISD website, www.hipponation.org, and by contacting the Administrative Assistant at (512)759-3771 ext. 1002.