

MIDLOTHIAN BOARD OF TRUSTEES



Operating Procedures

Revised: March 2024 *(Approved at the April 14, 2024 Regular Meeting.)*

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Board Member Pledge

Student Focused

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

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 or my responsibilities

Commitment in Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting policy making, 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.

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.

Honor in Conduct

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

Integrity in 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 not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

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I. DEVELOPING BOARD MEETING AGENDA

A. Development of the Agenda

The Superintendent shall prepare the agenda for all meetings in consultation with the Board President to ensure that the agenda and topics included meet with the Board President's approval.

B. Placing an Item on the Agenda

1. Any Trustee may request the inclusion of a specific topic on the agenda.
2. A Trustee's request for a specific topic to be included on a meeting agenda shall be submitted to the Board President and Superintendent in writing at least 7 calendar days prior to the date of the meeting by 5 pm.
3. In reviewing the preliminary agenda, the Board President shall ensure that any topics Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have the authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

C. Finalizing the Agenda

1. The preliminary agenda will be provided to the Board at least 5 calendar days before the scheduled meeting date, in order to provide the Trustees ample time to review the agenda and supporting documentation prepared by the Administration.
2. The final agenda will be delivered to all Board members electronically or in hard copy form on request.

D. Notifying Board Members of a Board Meeting

1. Board members shall be notified of a meeting through regular channels of communication and a schedule of regular board meetings will be posted for each school year on the MISD website.
2. Board members will be advised by the Superintendent in advance of complex agenda items, and such matters will typically be shared one

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month in advance at properly called meeting or workshop of the Board, or in weekly board notes.

E. Use of Consent Agenda

1. A consent agenda shall include items of routine or recurring nature grouped together under one action item (e.g., annual renewals; budget amendments; gifts, donations and bequests; minutes of past Board meetings; minor policy items; or other items as recommended by the Superintendent.
2. Each board member will be furnished with background material on each consent agenda item, connecting to the strategic goal of the district. A Board member may request that an item be removed from the consent agenda and placed in the Discussion, Information or Action portions of the agenda. Any such request must be made at least 4 calendar days before the meeting to ensure time to amend the agenda and comply with the 72-hour posting requirement.
3. All consent items shall be acted upon by one vote without separate discussion unless an item is withdrawn for individual consideration. Where an item or items are withdrawn for individual consideration, the remaining items will be considered under a single motion and vote by the Board.

II. CONDUCTING BOARD MEETINGS

Meetings of the Board of Trustees are governed by the Texas Open Meetings Act.

A. General Meeting Procedure, Member Attendance & Conduct

1. The presiding officer shall conduct the meeting.
2. The Board shall be guided by Parliamentary Procedures as detailed in Robert's Rules of Order.
3. The presiding officer may take the agenda items out of order as necessary to ensure efficient operation of the meeting.
4. Trustees shall strive to attend all meetings of the Board and shall make good faith efforts to notify the Board President and the Superintendent of his/her anticipated absence from a meeting.

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5. Only Board Members who are counted as present may participate in discussion, debate or voting.
6. Board members may not participate in a meeting by telephone except in the event of an emergency or public necessity as defined by the Open Meetings Act.
7. A Board member may be counted present and may participate in a meeting remotely by videoconference if:
 - a) A quorum of the Board is physically present at one location of the meeting; and
 - b) The video and audio feed of the Board member's participation is broadcast live at the meeting, and the Board member is visible and audible to the public at all times during open session while the member is present.
8. All Board members are expected to conduct themselves with professionalism, respect and integrity.
9. The presiding officer at a meeting will recognize any member who wishes to speak on a subject.
 - a) Questions or comments from a Trustee during the meeting must always be germane to the current agenda item.
 - b) The presiding officer is responsible for keeping the discussion limited to the agenda item or motion at hand.
 - c) Nothing in these Board Operating Procedures shall be construed to limit a Board Member's ability to ask questions during the board meeting.

B. Public Comment

1. Members of the public will be permitted to address the Board only during the portion of the meeting designated for public comment. An individual wishing to speak during public comment must sign-up to speak in advance, as required by District procedures.
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3. At regular Board meetings, the Board shall permit public comment on any topic related to school business, regardless of whether the topic is included in the meeting agenda. At all other Board meetings, public comment shall be limited to open session items on the meeting agenda.
4. The following expectations of decorum apply to public comment:
 - a) A speaker's comments may not exceed 3 minutes; however, the Presiding Officer may shorten the allotted speaking time to ensure effective meeting management. A speaker who requires a translator will be given twice the length of time allotted for others.
 - b) Comments should be directed to the Board and should not be directed toward members of the audience or specific employees or Trustees in attendance at the meeting.
 - c) Speakers shall remain at the podium and will not approach the dais without approval from the Presiding Officer.
 - d) Speakers will be encouraged to respect the privacy of others and not to identify any student (other than his/her child), employee or other individual by name.
 - e) All comments must be courteous and respectful.
 - f) Disruption of the meeting shall not be tolerated. The presiding officer may provide appropriate warning to an attendee and should disruption continue, may have them removed by law enforcement.
 - g) Speakers shall comply with the requests and directives of the Presiding Officer.
5. A speaker with a specific complaint about a District employee, decision, or operational issue will be referred by the Presiding Officer or a District administrator to the informal and/or formal complaint process.
6. The Presiding Officer may respond to a speaker only by (1) stating factual information; (2) reciting existing policy; or (3) requesting that an item be added to a future agenda. Individual Trustees may not engage with a speaker during the meeting and no deliberation or decision shall occur regarding the speaker's comments unless the topic in question is included on the meeting agenda.

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III. VOTING

A. Voting in Board Meetings

1. Voting on any item, including those discussed in closed session, shall be conducted in open session by a show of hands and shall be recorded in the official minutes.
2. No vote shall be by secret vote.
3. A majority vote shall be required for any motion to carry, unless otherwise provided by law. A majority is measured from the total number of Board members present and voting, excluding abstentions. In case of a tie vote, the item fails.
4. Dissenting and abstaining votes shall be recorded in the meeting minutes.
5. Each Board decision, even when there are dissenting votes, shall be an action by the entire Board and binding upon each member. Once a majority decision has been reached, individual Board members will publicly support that vote.
6. No Board Member will coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.

B. Abstentions/Recusals

1. A Board member seeking to abstain from a vote based on a conflict of interest on the agenda item in question shall notify the Board President of this intent prior to the start of the meeting. In the event a Board member has a legal conflict of interest, the Board member may be required to file a public disclosure as required by law. (See Policy BBFA)
2. All Board members present at a meeting must remain present during a vote.
3. A Board member abstaining from the vote on an agenda item shall, in the open meeting and prior to the item in question, state that he/she will abstain from the item and shall provide a brief explanation of the reason he/she will abstain.
4. A Board member abstaining from the vote on an agenda item shall consider whether it is appropriate for the member to participate in open or

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closed session deliberation on the matter and may determine that complete recusal from all discussion of the item is appropriate.

C. Board Officers

1. The Board shall elect members to serve in the roles of President, Vice President, and Secretary. The members elected to serve as the President and Vice President must each have completed at least one year of service on the Board.
2. In addition to the duties granted by law and Board policy, officer duties include, but are not limited to, the following:
 - a) The Board President presides at all Board Meetings; speaks on behalf of the Board and is a signatory on District checks, legal documents approved by Board action, and Board resolutions; responds on behalf of the Board to letters and e-mail to the Board in compliance with the Texas Open Meetings Act; and responds on behalf on the Board to media requests.
 - b) The Board Vice President presides at any Board Meetings when the Board President is unable to attend and speaks on behalf of the Board at events the Board President is unable to attend.
3. The Board Secretary will preside over any Board Meetings the Board President and Vice-President is unable to attend.
4. Officers shall be elected by majority vote of the members present and voting and shall serve for a term of one year.
5. Officers of the Board shall be elected at the first regular meeting of the Board following swearing in of newly elected trustees or at any time thereafter in order to fill a vacancy among the officers of the Board.
6. Any Board member who seeks to be elected as an officer will make their intentions known to the Board during closed session at the Board meeting at which reorganization will occur. At this time, the Board will deliberate the duties and qualifications of a public officer and/or the specific qualities of the interested Trustees.
7. Upon reconvening in open session, the President will hand over control of the proceedings to the Superintendent who will preside over the

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election of the office of President; the President will then preside over the remaining officer elections.

- a) Each officer position shall be considered separately, starting with the President, then Vice President, and then Secretary.
 - b) The President will entertain nominations until nominations for the specific office have ceased. NOTE: Unlike a motion, a nomination does not require a second. It is acceptable, however, for another member who supports that nominee to second the nomination.
 - c) Once nominations are closed, the board will vote on the nominees in the order they were presented. Once a nominee receives a majority vote, the election for that position will end and any remaining nominees will not be considered. If no nominee receives a majority vote, the Board will vote on all nominees again, in the same order, until a nominee is selected by majority vote.
 - d) Board members will not self nominate from the dais.
8. Any Board discussion of specific Trustee interest or fitness for an officer position shall be conducted in closed session in accordance with the Open Meetings Act. The election of officers will take place in open session.

IV. COMMUNICATION

BE, BDB(LOCAL)

A. Superintendent to the Board

1. The Superintendent will provide reports to the Board as required by law or requested by the Board.
2. The Superintendent will notify the Board in a timely fashion of significant events.
3. The Board will receive on a monthly basis: financial reports, enrollment numbers, and all press releases sent to the media.
4. The Superintendent shall notify and provide to all board members any request from an individual Board Member for data, reports or information that is pertinent to school business

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B. Board to Staff

When desiring information from staff members, Board members should always request the information through the Superintendent and be mindful of district resources and balancing adequate time for a response.

C. Board to Community

1. Board members should use an abundance of caution on social media to express personal opinions that are counter to District business whether past, current or pending.
2. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity on behalf of the Board.
3. A Board Member may respond to a community member inquiry but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
 - a) Clarify that he/she is responding as an individual, not for the Board; and
 - b) Remind the individual of any position/action the Board has officially taken on the subject.
4. Board Members will not respond to anonymous communications.
5. Any communication pertaining to criminal, health, or safety issues shall be forwarded to the Superintendent immediately for review and handling unless such alleged issues relate to the Superintendent.

D. Board Member Communications between Meetings

1. Any correspondence a Board Member may have received at the district office will be delivered to the Board Member at the earliest opportunity.
2. Board members may not engage in discussion regarding school business in a manner that violates the requirements of the Open Meetings Act. Outside of a lawfully called meeting, Board members may not engage in communication regarding school business (a) with a quorum or more of members, or (b) with less than a quorum of Board members if the communication is among a series of communications involving a quorum or more of members, and the member knew that the series of

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communications involved or would involve a quorum and would constitute deliberation under the Act.

3. Sending a communication to all Board Members or a quorum of the Board could be construed as an illegal meeting in violation of the Open Meetings Act.

E. Communication of Concern with Board Member

1. Individual Board Members are encouraged to express their concerns about another member's performance directly to that member, including concerns that the Member has violated the Board Operating Procedures.
2. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President or Presiding Officer is appropriate.
3. The Board President or Presiding Officer may discuss the concern with the individual in question on behalf of the reporting Board member, or may moderate a discussion between the members as deemed necessary by the Board President. If a quorum of the Board is involved in the meeting, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.

F. Handling Complaints or Concerns

1. A Trustee who is approached or contacted by a parent, employee, or other community member shall first refer that person to the Superintendent so that their concern can be addressed by the Administration. The Trustee may listen to the concern if necessary to obtain full understanding, but should exercise caution as his/her involvement in the matter could compromise that Board member's participation in the hearing process.
2. Individual Board members will not conduct investigation or attempt to resolve concerns or complaints directly and shall inform the Superintendent or other appropriate administrator of the issue as soon as feasible (if at all possible within 24 hours).
3. Board members shall not discuss or divulge information shared or discussed in closed session with any person who was not a part of the

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closed session meeting. Board members shall not discuss or divulge the contents of legal advice or consultation with the Board's legal counsel, or other information that is protected by the attorney-client privilege.

4. Board member concerns about the performance of district employees and/or student welfare shall be presented directly to the Superintendent. Board members must remain cognizant that district personnel and student welfare are the responsibility of the Superintendent, not the Board. The Superintendent shall listen and consider the concerns and review the matter and shall notify the Board member of the resolution of the issue to the extent permitted by law and Board Policy.

G. Individual Board member Requests for Information

1. Individuals acting in the official capacity of a Board member shall have the right to reasonably seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that may be properly withheld from members of the general public in accordance with the Texas Public Information Act.
2. Individual members shall not have access to confidential student records unless the member is acting in the official capacity of a Board member and has legitimate educational interest in the records in accordance with policies.
3. Individual members shall seek access to records or request copies of records directly from the Superintendent.
4. Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports or early release of planned presentation shall be by Board action.
5. The district's Public Information Officer is solely responsible for releasing public information or coordinating the release of public information by the District. Regardless of the confidentiality of the information provided, a Board member shall not share information obtained from the District in

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the Board member's official capacity except with the approval of the Board President and Superintendent.

V. BOARD STANDING COMMITTEES

- A. The Board shall create the following committees, which shall be responsible for specific assignments as periodically authorized by action of the Board:
 - 1. Curriculum & Instruction Committee
 - 2. Administrative & HR Committee
 - 3. Business & Operations Committee
 - 4. Governance Committee (consists of three (3) board officers)
- B. Membership on the standing committees will be created with the Board President requesting volunteers for the individual committees or appointing committee members if necessary.
- C. Committee membership will consist of two trustee members and an alternate. Membership shall be reevaluated annually.
- D. Subcommittee attendance:
 - 1. A reminder will be shared one week prior to the meeting; if a subcommittee member is not available, the alternate will be contacted to attend.
 - 2. In the event an alternate is not available to attend, a board officer will be asked to attend.
- E. Board committees shall be advisory in nature and shall not exercise any administrative authority.
- F. Other committees may be created by approval of the Board.

VI. CAMPUS VISITS - PROCEDURE

GKC(LOCAL)

- A. Board members will notify the Superintendent in advance of visiting a campus for a Board purpose.
- B. Board members visiting a campus on a regular basis for volunteering with a classroom or PTO work, or in a mentoring capacity, are advised to let the campus principal know of the frequency of such visits on campus.

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- C. Board members need to be aware that even when visiting in an unofficial capacity, they may still be perceived as representatives of the Board.
- D. When visiting campuses, Board members will follow District Board policy regarding visiting campuses and campus management procedures.

VII. SUPERINTENDENT EVALUATION BJCD(LOCAL)

- A. **Evaluation of the Superintendent** is an assessment of the goals set by the Board and its working relationship with the Superintendent as part of the Team of 8. The Board President obtains input from all members on Board approved indicators.
- B. **Formal Evaluation** will be conducted in executive session by consensus annually in January of each year with an informal review in June of each year.

VIII. BOARD MEMBER TRAINING & ORIENTATION BD(LOCAL)

A. New Board Member Orientation

1. New Board members will receive an orientation on District policies and procedures from the Superintendent within 90 days of election or appointment. District policy manuals and the MISD Board of Trustees Board Operating Procedures will be given to the new Board members at this meeting. Orientation should include, but not be limited to, the following:
 - a) Board Operating Procedures and Board Policies
 - b) Supt review of District administrative organization.
 - c) Training to access District electronic communications
 - d) District Budget Overview
 - e) District Goals and Balanced Scorecard Overview
 - f) Board Annual Calendar and briefing of upcoming events
 - g) Expense reimbursement procedures
 - h) Framework for School Board Development SBOE
 - i) Board Members Ethics - BBF (LOCAL) and BBFB (LEGAL)
 - j) Ethics Conflict of Interest Disclosure BBFA (LEGAL) and (LOCAL)
 - k) Ethics Prohibited Practices BBFB (Legal)

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2. The Superintendent will share an overview of current district events and pending matters (*i.e.*, contracts, legal inquiries, and projects).
3. New Board members should feel free to ask questions of the Superintendent, Board President, and other Board members when necessary.

B. Ongoing Training and Board Development

1. After the first year of Board service, all Board Members must receive the state required continuing education. education (CE). This includes the annual three- hour team building session and at least five additional hours of training. It does not include the update to the Education Code which takes place following each legislative session and new legal updates that are required training.
2. All Board Members and the Superintendent must participate in person, for a three-hour “Team of Eight” team building session, annually.
3. Trustees are encouraged to attend seminars and training at various locations offered by the Regional Service Centers and other TEA providers. The Assistant Secretary to the Board can provide information on various training dates.
4. The Administrative Assistant to the Superintendent will communicate Continuing Education Requirements to trustees with reminders and training opportunities to assist trustees in remaining compliant.
5. At the last regular meeting of the board of trustees before an election of trustees, the current president of each local board of trustees shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member’s election or appointment to the board or two-year anniversary of his or her previous training, as applicable. TAC (61.1)(j)

C. Annual Review of Board Operating Procedures

These Board Operating Procedures will be reviewed annually by all Board members in a collaborative manner, for the purposes of re-committing,

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re-emphasizing, updating and/or revising the procedures and expectations herein, or take action to approve in the current format.

IX. ELECTION ACTIVITIES-School Board Elections

BBB(LEGAL) (LOCAL), BBB(LEGAL)

- A. Board Members will follow all applicable law in all campaign activities.
- B. Neither the Board, as a body corporate, nor any Board Member, will use District funds, or other District resources to electioneer for or against any candidate, measure or political party.
- C. Board Members seeking re-election shall not solicit District employees for endorsements during such employee's work hours or at any time while the employee is on District property.
- D. A Board member may support any candidate or proposition in his/her individual capacity and shall take steps to communicate that his/her support is not in any official capacity.

X. BOARD ADVOCACY

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

Legislative Priorities

The Board will create District legislative priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators. These priorities may be updated as necessary to remain current and responsive.

The Board will annually determine a process for organized engagement between members and the local, state and federal community and elected leaders.

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XI. MIDLOTHIAN ISD BOARD OF TRUSTEES VALUES

- A. The Board will adhere to the highest ethical standards and hold itself accountable to students, staff and community.
- B. The Board will adhere to its role of governing through policy and support the management of the District by the Superintendent.
- C. The Board will support administration in creating a balanced budget which supports the district's vision for its students and provides competitive compensation for its employees.
- D. The Board will strive to have 100% attendance at all meetings and workshops and be well prepared.
- E. Board members will be visible in the schools and in the community.
- F. The Board will strive to exceed minimum standards for training requirements individually and as a Team of 8.
- G. The Board will strive to have 100% attendance at the TASB annual convention, or such training as decided by the Board.