

CARROLL ISD

BOARD OF TRUSTEES

**STANDARD OPERATING
PROCEDURES**

Amended September 10, 2018

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STANDARD OPERATING PROCEDURES

Purpose

The purpose of the Carroll ISD Standard Operating Procedures is to provide Board Members with information about their roles and responsibilities and to highlight Board policies that relate to the functioning of the Board. If in any respect a difference exists between the Standard Operating Procedures and Board Policy, Board policy always takes precedence.

1. Process for Seating New Board Members
 - A. Post-election processes, including the timeline for canvassing the election, are addressed in the Texas Election Code
 - B. Newly elected Board Members will be sworn in at the meeting called to canvass the votes or the first meeting he or she attends.
2. Developing Board Meeting Agenda
 - A. Who can place items on agenda
 1. Preliminary agendas will be prepared by the Superintendent and presented to the Board President by noon on the Wednesday prior to the scheduled meeting. The preliminary agenda will be presented to the Board by 6:00 p.m. on Wednesday prior to the scheduled meeting. The final agenda, with accompanying synopses and documentation, will be presented to the Board by 3:00 p.m. on the Thursday prior to the scheduled meeting. During Summer Business Hours, the final agenda, with accompanying synopses and documentation, will be presented to the Board by 6:00 p.m. on the Wednesday prior to the scheduled meeting. The Board will receive a yearly calendar of cyclical agenda items in July of each year.
 2. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings, including items in the Executive Session portion of the agenda.
 3. Two Board Members are required to add an agenda item. Board Members must make agenda requests to the Board President via email seven calendar days prior to the meeting. Such deadline may be waived at the discretion of the Board President.
 4. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics 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

authority to remove from the agenda a subject requested by Trustees without their specific authorization.

5. See also Board policy 2.5.

B. When an item can be placed on agenda

In accordance with the Texas Open Meeting Laws, an item may not be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency pursuant to Tex. Gov't. Code 551.045.

C. Use of Consent Agenda

The consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Trustee requests that an item be withdrawn for individual consideration. Should a Trustee wish to withdraw an item from the consent agenda he/she is encouraged to notify the Superintendent in advance of the Board meeting. (See also Board policy 2.5). Examples of routine items are:

1. Annual renewals of Region X and Region XI and TEA agenda items
2. Over \$500 tax refunds
3. Proposed gifts, donations and bequests in excess of \$5,000 per month [Board policy 3.4.3].
4. Routine financial information or updates
5. Minutes of regular and special Board meetings
6. Minutes of joint meetings with the City of Southlake
7. Personnel agenda items (Leaves and Employment Recommendations)
8. Routine bid recommendations
9. Policy Amendments

3. Public Comment

A. Patrons may address the Board during the "Public Comments" portion of regular Board Meetings in accordance with Board policy 2.5.4. Rules for the "Public Comments" will be strictly adhered to, as follows:

1. Patrons may comment on any subject during the public comments portion of Board Meetings (except as indicated below in "D") if they sign up prior to the start of the meeting.
2. The Board will limit comments to five minutes per speaker.
3. The Board will limit public comments to a total of 50 minutes. This time limit can be extended at the discretion of the Board President.

4. Delegations of more than five persons wishing to speak on the same topic shall appoint one person to present their views before the Board.
 5. The Board President is the sole judge with regard to enforcing the open forum guidelines.
 6. The Board President will not allow derogatory comments about individuals. Patrons, students and employees may grieve/complain about specific individuals using the applicable grievance/complaint policy. [See Board policies 4.7.2.1, 6.14.7, or 7.6].
- B. If the presiding officer determines that a person addressing the Board has not attempted to resolve a matter administratively through resolution channels established in Board policy, the person shall be referred to the appropriate policy to seek resolution. These policies are Board policy 4.7.2.1 for employee complaints, Board policy 6.14.7 for student/parent complaints and Board policy 7.6 for community complaints.
- C. Discussion of employee performance or individual students (Board/Audience)
1. The Board will not entertain comments on individual personnel in open session which would violate their rights to privacy.
 2. The Board will not entertain comments on individual students in open session which would violate their rights to privacy.
- D. Board response to patrons addressing the Board
1. Board Members will respectfully listen to comments.
 2. Board Members will not respond or answer questions, other than to provide specific factual information or the recitation of existing policy.
 3. The Board will not deliberate or make a decision on any subject raised by a citizen that is not included on the posted agenda for that meeting.
 4. The Board President may direct Administration to investigate item(s) and report back to the Board at a designated meeting.
4. Conduct During Board Meetings: (Any time four or more Board Members are gathered to discuss school business, it is considered a meeting). Discussion by Board Members shall adhere to the following: [Board policy 2.5]
- A. The Board shall observe the parliamentary procedures in Robert's Rules of Order and pursuant to the Texas Open Meetings Act. [Board policy 2.5 and Texas Government Code chapter 551, respectively].
- B. All discussion shall be directed solely to the business on the agenda and currently under deliberations.

- C. The Board President has the responsibility to keep the discussion to the agenda item at hand and shall halt discussion that does not apply to the business before the Board.
 - D. Each Trustee will have the opportunity to discuss an agenda item before the item may be tabled, postponed, or action taken.
5. Voting
- A. The Board President shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board. [Board policy 2.4.1.1]
 - B. No Member should vote on a motion in which he or she has a legal conflict of interest. [Board Policy 2.2.6.1] Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
6. Individual Board Member Request for Information or Report [Board policy 2.2.5]
- A. Board Members may request information as outlined in Board policy 2.2.5. Members should request in writing information from the Superintendent or other designated custodian of records/Cabinet Member (with a copy of such request made to the Superintendent and Board President). The provider shall inform the Superintendent of the records provided.
 - B. Requested Information About Meeting Agenda Items:
 1. Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.
 2. Any questions about agenda items or requests for additional information about them will be directed to the Superintendent, Board President or other appropriate custodian of records/Cabinet Member (with copy of such request made to the Superintendent and Board President).
 3. Request for information or questions about any agenda item should be made, if possible, at least **one business day** prior to the scheduled meeting.
 4. If a written report or other information is provided in response to the request, all Board Members will receive a copy of both the request and report prior to the opening of the meeting.
 5. Board Members may discuss the provided information or ask additional questions about the agenda item in the meeting.
 - C. Requested Information Not Related to Agenda Items:

1. When acting in the member's official capacity, a board member has an inherent right of access to information, documents, and records maintained by the District. Members should request information in writing directly from the Superintendent or custodian of records/Cabinet Member (with copy of such request made to the Superintendent and Board President).
 2. Procedures, requirements, and other matters related to a Board member's access to information is addressed in Board policy 2.2.5.
 3. No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records/Cabinet Member regarding the preparation of reports shall be by Board action. Reports prepared in response to a request shall be provided to all Board Members.
7. Citizen Request/Complaint to Individual Board Member [Board policy 2.2.5]
- A. If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy.
 - B. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.
8. Board Member Visits to School Campuses
- A. Board Members are encouraged to visit campuses for special events to show Board support of school activities, and when acting in his/her role as a parent or guardian.
 - B. Board Members shall not go into teachers' classrooms or onto campuses for the purpose of evaluation or investigation.
 - C. Board Members must notify the campus principal in advance of visits to campus when the Board member is not attending a scheduled event or attending in his/her role as a parent or guardian.

9. Communications

- A. All communications between the Superintendent and Board Members shall be in compliance with the Texas Open Meetings Act.
- B. The Superintendent will communicate with all Board Members via telephone, text, voice mail and weekly electronic mail.
- C. The Superintendent will communicate with the Board President on a routine basis to discuss issues of the District.
- D. The Superintendent shall keep the Board continuously informed on issues, needs, and operations of the District. [Board policy 2.10.1]
- E. Individual Board Members will keep the Superintendent informed via voice mail, telephone, e-mail or text.
- F. The Board will communicate with the community through public forums, regular Board meetings, committee meetings and regular publications.
- G. Individual Board Members are not authorized to speak in an official capacity outside the Board meetings. [Board policy 2.2.5]

10. Evaluation of Superintendent

- A. The Board President will obtain input from all other Board Members regarding the Superintendent's evaluation.
- B. The evaluation will be conducted in closed session. [Board policy 2.10.3.4]
- C. The Superintendent will receive feedback regarding his job performance from the Board twice a year (January/February and June/July). The Superintendent's formal evaluation will be conducted annually.
- D. Annual performance metrics will be established by the Superintendent and approved by the Board.

11. Criteria and Process for Selecting Board Officers

- A. No Board President or Vice President can hold office without one year minimum Board experience.
- B. Board offices, terms, duties and vacancies shall be in accordance with Board policy 2.4.1.1.

- C. At the first meeting after each election and qualification of Trustees, the members of the Board shall organize by selecting Board Officers. [Board policy 2.4.1.1]
 - D. Board officer elections will be held in accordance with Robert's Rules of Order.
 - E. See also Board policy 2.4.1.1.
12. Role and Authority of Board Member and/or Board Officer [Board policy 2.4.1.1]
- A. No Board Member or officer has authority outside the Board meeting [except for requests for information allowed under Board policy 2.2.5.]
 - B. No Board Member can direct employees in regard to performance of their duties. Such attempts shall be reported by the Superintendent to the Board President.
 - C. The Board President shall:
 - 1. preside at all Board meetings;
 - 2. appoint Board Members to both committee participation and chairmanships [Board policy 2.4.2)];
 - 3. call special meetings;
 - 4. sign all legal documents required by law; and
 - 5. have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
 - D. The Board Vice President shall:
 - 1. act in capacity of Board President in his/her absence;
 - 2. work with Board President to appoint Board Members to both committee participation and chairmanships; and
 - 3. perform other duties as directed by the Board.
 - E. The Board Secretary shall:
 - 1. keep, or cause to be kept, an accurate record of the proceedings of each Board meeting;
 - 2. in the absence of the President and Vice President, the secretary shall call the meeting to order and conduct an election of a President pro-tem;
 - 3. ensure that notices of Board meeting are posted and sent as required by law;

4. sign and countersign documents as requested by the Board; and
5. perform other duties as directed by the Board.

13. Role of Board in Closed Session:

- A. The Board may discuss only the items listed on the closed session agenda as limited by law while in closed session.
- B. The Board must vote only in public/open session.
- C. Information discussed in closed session must remain confidential.

14. Media Inquiries to the Board [Board policy 7.2.1.1]

- A. News releases concerning political or controversial issues or the overall operation of District schools, or involving more than one campus, shall be made only by the Superintendent. Other news releases concerning athletic events, programs, and activities at an individual campus shall be made by the Principal. In any crisis situation affecting the District or an individual campus, the Superintendent shall be the official District spokesperson and shall be responsible for all communication with the news media.
- B. The Board President or the Board designee shall be the official spokesperson for the Board to the media/press on issues of media attention.
 1. All Board Members who receive calls from the media should consider directing them to the Board spokesperson and notifying the Board President and Superintendent of the call.
 2. Board Members who speak to inquiries from the media/press shall emphasize the views represented are his or her own.

15. Expense Reimbursement – Travel Expenses [Board policy 2.2.7]

- A. Each Board member shall receive an equivalent individual annual budget, as part of the total budget for the Board of Trustees, to cover conference fees, travel, and meals associated with annual training requirements established by law and Board policy. Expenditures above an individual trustee's budget and conference fees, travel, meals and other expenses not associated with required training require approval from the Board at a regularly called Board meeting.
- B. Board Members shall report on all conference attendance and appearances as a Board member or as an official representative of the Board at any event at

the next regularly called Board meeting following their attendance or appearance.

- C. Individual Board Members shall be considered “official representatives” or “official spokespersons” of the Board only through Board discussion and action at a publicly called meeting, or as set forth in the Standard Operating Procedures established by the Board. If activities associated with the designation of official representative or spokesperson necessitate expenditures, those expenditures require prior approval by the Board of Trustees and are subject to the budget limitations of the Board’s annual operating budget.
16. Board Development
- A. Ethics
 - 1. The Board shall review Board Member Ethics annually [Board policy 2.2.6)].
 - B. Standard Operating Procedures
 - 1. The Board shall review Standard Operating Procedures annually and update as needed.
 - C. Board Goals and Self Evaluation
 - 1. The Board shall develop annual goals for Board effectiveness each summer and conduct a Board self-evaluation by January/February.