



**BOARD TRUSTEES  
BOARD OPERATING  
PROCEDURES MANUAL**

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**DISCLAIMER:**

The Greenville ISD Board of Trustees is governed by the GISD Board Policy Manual. Any time there is a conflict between the GISD Board Policy Manual and the procedures contained in the Board Operating Procedures Manual, the GISD Board Policy Manual shall rule.

**SECTION 1: ETHICS**

This section cites the Board Member Ethics contained in Policy BBF (LOCAL) on the date of this manual's adoption. Board members will abide by these ethics at all times. The six categories of ethics are:

- E** Equity
- T** Trustworthy
- H** Honorable
- I** Integrity
- C** Commitment
- S** Student-Centered Focus

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**

- I will be fair, just, and impartial in all my decisions.
- 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.

**TRUSTWORTHY**

- 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.

**HONORABLE**

- 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**

- 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.

**COMMITMENT**

- 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 of the District.

## **SECTION 2: ELECTIONS & BOARD ORGANIZATION**

### **A. ELECTION-RELATED ACTIVITIES**

1. Neither the Board nor individual Trustees may use state or local funds, or other District resources, to electioneer for or against any candidate, measure or political party.
2. Service as a Trustee is non-partisan and as such Trustees should refrain from speech or expression that electioneers while serving in the capacity of an elected official for the district.
3. Campaigning for Re-election
  - a. Trustees shall not solicit individual District employees for their endorsement or vote during the employee's work hours.
  - b. Trustees may not use any District resources, including District intellectual property, such as the district logo, etc., in campaigning for re-election.

### **B. ENDORSEMENTS**

1. The Board shall not endorse any candidate campaigning for public office.
2. For Individual Trustees, prior to endorsing a candidate for public office, the Trustee shall consider that the Board operates as a non-partisan, elected body that works with elected officials of both political parties in exercising its duties, and the impact that an endorsement by the Trustee may have on the effectiveness of the Board in exercising those duties.
3. If a Trustee chooses to endorse a candidate for partisan elected office, the endorsement shall not include any reference to the Trustee's role as a Greenville ISD Board Trustee.

### **C. BOARD ELECTIONS**

1. At the conclusion of an election, Trustees must work together to govern the district.
2. Trustee support of a candidate for election to the Board may have a negative impact on the ability of the Board to function cohesively and constructively.
3. As a result, Trustees shall Consider the impact of their participation in the campaign of an individual seeking election to the Board, including the provision of an endorsement, prior to engaging in such a campaign or providing an endorsement.

### **D. SPECIAL ELECTION**

1. If the Board does not fill a vacancy by appointment, the Board may call a special election to fill the vacancy for unexpired term in accordance with Board Policy BBC (LEGAL).
2. Such an election shall be conducted in the same manner as the district's general election. (see Section 2(C))

**E. TAKING OFFICE**

**1. Oath of Office and Statement of Officer**

- a. A newly elected Trustee may be administered the Oath of Office at any point after the issuance of certificate of election by the Board.
- b. The Oath of Office must be administered by an individual listed in Texas Government Code Section 602.002.
- c. The Statement of officer and Oath of Office must be filed with the Assistant to the Superintendent and Board of Trustees in order for a newly elected Trustee to take office.

**2. Administering the Oath of Office at a Board Meeting**

- a. Each newly elected Trustee, will have the Oath of Office administered to them by the Assistant to the Superintendent and Board of Trustees. In the event that the Assistant to the Superintendent and Board of Trustees is not available, an alternative will be assigned to administer the Oath of Office at the first regular Board meeting after the issuance of a certificate of election by the Board.
- b. Only District staff may administer the Oath of Office during a Board meeting.
- c. Newly elected Trustees are not required to have the Oath of Office administered at a Board Meeting.

**F. VACANCIES ON THE BOARD**

**1. Appointment of a Trustee**

- a. If a Vacancy occurs on the Board, the remaining Trustees may fill the vacancy by appointment in accordance with the Board Policy BBC (LEGAL).
- b. The appointee must be a registered voter and resident of the District.
- c. The Board Officers shall draft a proposed application for use in soliciting interest from prospective appointees and guidelines for selection of an appointee. The draft application and guidelines for selection shall be presented to the Board for approval at a properly called Board meeting.
- d. The final, approved version of the application and guidelines shall be posted on the district's website.
- e. The application shall be open for 30 days unless the Board takes action to set a different deadline for receiving applications. The deadline shall be posted on the district website at the same time as the application and guidelines for selection.
- f. Only candidates who complete the application in accordance with the selection guidelines and by posted deadline shall be eligible for appointment to the vacant place.

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- g. Once a candidate has applied for review, no individual Trustee may communicate with the candidate outside of the prescribed selection process until the selection process has been completed.
- h. After the application deadline, the Board shall meet to review applications and select candidates for interviews.
- i. Interviews of the selected candidates shall be conducted at a properly called Board meeting.
- j. The Board shall deliberate on the candidates and make an appointment at a properly called Board meeting.
- k. The appointee shall serve until the next regular Trustee election at which point the place in which the vacancy occurred shall be placed on the ballot for the unexpired term.

**2. Special Election (See Section 2(D))**

**G. SELECTING BOARD OFFICERS**

- 1. The Board shall elect a President, a Vice-President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
- 2. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- 3. A vacancy among officers of the Board, other than the President and Secretary, shall be filled by majority action of the Board. A vacancy in the Presidency shall be filled by the Vice-President, and a new Vice-President shall be elected
- 4. No Board President or Vice President can hold office without serving a minimum of one-year on the Board prior to election. Unless there is prior service as a board member of one year or more.

**H. ROLE AND AUTHORITY OF BOARD MEMBERS AND BOARD OFFICERS**

**1. Guidelines Pertaining to Each Board Member**

- a. No individual Board member or officer has authority outside of the Board meeting.
- b. Board members as individuals shall not exercise authority over the District, its property or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- c. No Board member can direct employees in regard to performance of their duties.



**2. President**

- a. Shall preside at all Board meetings.
- b. Shall call special meetings.
- c. Shall sign all legal documents required by law.
- d. Shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

**3. Vice-President**

- a. Shall act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
- b. Shall automatically become President of the Board if a vacancy in that office occurs.
- c. Shall perform other duties as reasonably prescribed by the Board.
- d. If the Vice-President becomes President of the Board, a new Vice-President shall be chosen by Board election.

**4. Secretary**

- a. Shall keep, or cause to be kept, an accurate record of the proceedings of each Board meeting.
- b. Shall send or cause to be sent, notice of Board meetings. This task can be delegated a designated GISD employee.
- c. In the absence of the President and Vice-President of the Board, the Secretary shall call the Board meeting to order.
- d. Shall countersign all warrants for District money drawn upon the depository by order of the Board.
- e. Shall keep minutes during closed session.
- f. Shall perform other duties as reasonably directed by the Board.
- g. Shall sign legal documents as required and permitted by law.

**I. ROLE OF BOARD IN CLOSED SESSION**

1. During closed session, the Board can only discuss those items listed on the executive agenda as limited by law. (Texas Government Code Chapter 551) The Board must vote in open session.
2. Information and opinions shared during closed sessions must remain confidential
3. Minutes are taken by the Board Secretary and sealed at the conclusion of closed session. Sealed closed session minutes are filed in the Superintendent's office.

**J. BOARD MEMBER EFFECTIVENESS MEASURES**

The following are characteristics of a Board member focused on improving student outcomes and moving the district forward. Effective Board members:

1. Focus on what is best for all students. They focus on student achievement and implementing policies that will ensure success for all students.
2. Have a clear vision for the District. They set the vision and goals and measure the success of the district and Superintendent against the goals.
3. Communicate their actions to the community. Through public discourse, they keep the public informed of the districts progress and challenges.
4. Work as a team. They collaborate well with others and are respectful of the other Board members and Superintendent.
5. Adopt a fiscally sound district budget. They pay attention to finances and regularly monitor the fiscal health of the district.
6. Advocate at the local, state, & national levels for the district and for strong public schools.

**K. SCHOOL BOARD/ TEAM OF EIGHT EFFECTIVENESS MEASURES**

The following are characteristics of Team of Eight focused on improving student outcomes and moving the district forward. The GISD Board will be most effective when we:

1. Commit to a vision of high expectations for student achievement and quality instruction and maintain clear goals toward that vision.
2. Share strong beliefs and values about:
  - a. What is possible for students and their ability to learn, and
  - b. The school system's ability to teach students at all levels.
3. Are accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.
4. Recognize our role is as a policy maker. We hold the Superintendent and his/her designees and employees accountable for the progress but do not engage in daily administration and operations in the schools.
5. Communicate with internal and external stakeholders especially in setting and achieving district goals.
6. Monitor data and use it to drive continuous improvement in student achievement.
7. Plan for resources to meet district goals.
8. Lead as a unified team with the Superintendent, each from our respective roles, with strong collaboration and mutual trust.

9. Participate in team development and training, sometimes with the Superintendent, to build shared knowledge, values, and commitments for their improvement efforts.

#### **L. BOARD COMMITTEES**

1. As per BDB (LEGAL), the Board can create committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of three members and work with a staff liaison in an advisory capacity.
  - a. EXAMPLES: Audit committee, Capital Projects Committee, Communications Committee, Curriculum Committee, Finance Committee, Information Technology Committee, Naming and Colors Committee, Legislative Committee, Policy Committee and Rezoning Committee.
2. The Committee members will be assigned annually by the Board president, along with the designation of the chair. The chair will work with the staff liaison, designated, or assigned by the Superintendent to determine when meetings are needed. The chair of the committee shall provide regular reports to the Board regarding the work of the committee during regularly scheduled Board meetings.

### **SECTION 3: BOARD MEETINGS**

#### **A. CREATING THE AGENDA**

1. In accordance with the Texas Open Meetings Act, no item can be placed on the agenda less than 72 hours in advance of the posted meeting, except in an emergency, as per the Texas Open Meetings Act (Texas Government Code Chapter 551).
2. Agendas are created by the administration five days prior to the meeting and presented to the Board on Friday prior to the Tuesday meeting.
3. Any one Trustee may request in writing that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted by at least one Trustee to the Superintendent and copy the President. The deadline for submitting items for inclusion on the agenda is noon of the sixth calendar day before regular meetings and noon of the third calendar day before special meetings.
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 President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or one Trustee have requested to be addressed are either on that agenda or scheduled for deliberation at another appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by one Trustee without those Trustee's specific authorization.

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5. As each meeting of the Board is happening, the Board Secretary will record any open items or topics that should be reported on at the next meeting. Examples include: additional information promised by staff during presentations, information requested by Board members during the meeting, action items tabled for future action, etc. Prior to the conclusion of each meeting, the Secretary will present a summary of these open items and the Board will decide on a date for follow-up action before the meeting adjourns. The administration and Board President shall ensure that the open times are included on the appropriate Board agenda.
6. The content of Board meetings should be primarily focused on student achievement. At least 50% of every meeting should be devoted to discussing student outcomes.
7. Each monthly regular Board meeting's agenda should include one item that focuses on monitoring one Board goal or goal progress measure.

**B. CLOSED SESSION**

1. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting.
2. All personnel issues should be conducted in closed session unless specifically required to be in open session by Texas Open Meetings Act.
3. Anything that violates right to privacy or involves specific legal issue should be conducted in closed session unless specifically required to be in open session by Texas Open Meetings Act, Chapter 551.

**C. CONSENT AGENDA**

A 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 Board member or the Superintendent requests that an item be withdrawn for individual consideration. The remaining items shall be adopted by one vote. Examples Include:

- Routine Items
- Annual Renewals of Region X and TEA Items
- Budget Amendments
- Gifts, Donations and Bequests
- Financial Information
- Minutes of Regular and Called Board Meetings
- Updates of Board Policy
- Routine Personnel Items (for Approval and/or for Information Only)
- Routine Bid Considerations

## **D. CONDUCT DURING BOARD MEETINGS**

Any time four or more Board Members are gathered to discuss district business, it is considered a meeting which must comply with the Texas Open Meetings Act. The following expectations should guide the conduct of the Board during Board meetings:

- The content of Board meetings should be primarily focused on student achievement. At least 50% of every meeting should be devoted to discussing student outcomes.
- The goal of the Board is to handle the content of the agenda both thoughtfully and expeditiously.
- Conversation among Board members during the meeting should be allowed to continue provided it is pertinent to the item currently open for discussion.

### **1. Patrons Addressing the Board**

- a. Patrons are welcome to address the Board on any matter during the Citizen / Public Comment portion of the agenda by registering prior to the meeting and completing the patron participation request form (commonly referred to as the gold speaker card) for agenda items and Blue card for non-agenda items. A staff member will be responsible for ensuring that the request form is completed.
- b. While the Board welcomes input from any constituents of the District, the following guidelines for addressing the Board will be adhered to and the President will emphasize following guidelines to the public before comments are received:
  1. The President will read a brief and easy to understand scripted explanation of the legal and policy constraints directing the public comment portion of the meeting.
  2. Comments are limited to three minutes on one agenda topic. If discussion on more than one topic then comments are limited to 5 minutes total. Time is to be kept by the Board Secretary. The President may elect to change the minutes a person can address the board based on the amount of comments.
  3. Completed comment cards must be prepared and submitted to the communication's representative by the time the meeting is called to order.
  4. The Board will accept written as well as oral information.
  5. The Board will not entertain vulgar, non-constructive comments on individual personnel or individual student in public session.
  6. Speakers shall refrain from mentioning specific staff members or students by name, by professional title, or other identifying information.
  7. Patrons should use appropriate campus and administration channels before bringing concerns to the attention of the Board.

**2. Board Response to Patrons Addressing the Board**

- a. The Board President may present facts or existing policy.
- b. The Board shall not deliberate, discuss or make a decision on any subject that is not on the meeting agenda.
- c. Board President may direct the Superintendent to cause items to be investigated and reported back to the Board.

**3. Parliamentary Procedures**

The Board shall observe the parliamentary procedures as found in Robert’s Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

**4. Discussion of Motions**

- a. All discussion shall be directed solely to the business currently under deliberation.
- b. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board. The Board President shall also halt discussion if the Board has agreed to a time limit on an item and time has expired. Aside from these limitations, the Board President shall not interfere with comments so long as Board members wish to speak to an item under consideration.
- c. Board members should be expeditious in their comments and questions.
- d. Board members should respect everyone’s privilege to speak to an item.

**5. Recognition by the Board President**

The Board President shall recognize a Board member prior to giving their comments.

**E. VOTING**

1. The Board President shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
2. In case of a tie vote, the item will return on the next agenda as an action item.
3. No member shall vote on a motion in which he or she has a direct pecuniary interest not common to other Members of the Board.
4. All votes, including, dissenting and abstaining votes, shall be recorded in the minutes of the Board Meeting.

## **SECTION 4: INDIVIDUAL TRUSTEE CONDUCT**

### **A. COMPLIANCE WITH BOARD OPERATING PROCEDURES**

1. Trustees shall always comply with the Operating Procedures while serving as a Trustee on the Board.
2. Should a Trustee have a serious, specific concern regarding another Trustees compliance with these Operating Procedures, the Trustee shall attempt to resolve the concern according to the following procedure:
  - a. The concerned Trustee shall have a private conversation with the other Trustee in an effort to resolve the issue.
  - b. If the concern cannot be resolved, the concerned Trustee shall meet privately with the Board President, or Vice President if the concern relates to the Board President, to express the concern.
  - c. If the Board President determines that the concern is valid, the Board President and the concerned Trustee shall meet with the other Trustee to attempt to resolve the issue.
  - d. If the concern still remains unresolved, the concerned Trustee shall request that the Board President add an item to the agenda for the next regularly scheduled Board meeting for the board to discuss the concern in Closed Session in accordance with the Texas Open Meetings Act and these Operating Procedures. No action of the Board may be taken regarding the concern at the meeting at which this discussion occurs.

### **B. CENSURE OF A TRUSTEE**

1. If, after the discussion of the concern, at least four (4) Trustees request that the censure of the Trustee be added to the agenda for a Board meeting, the Board President, or the Vice President if the censure is regarding the Board President, shall cause a resolution of censure to be created outlining the complained about behavior, the desired behavior, and a statement of agreement that the behavior is inappropriate
2. The Resolution may also withhold financial resources from the Trustee, such as disallowance of reimbursement for attendance at conventions, seminars, or other District travel. In extreme circumstances, the resolution may also include a request for the Trustee to resign.
3. No Trustee may be removed from office except for incompetency, official misconduct, intoxication, or conviction of a felony.

## **SECTION 5: COMMUNICATIONS**

Except for the Board President, individual Trustees do not have the authority to speak on behalf of the Board or the District without prior approval of the Board.

### **A. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

1. The Board member should hear the citizen complaint to the extent necessary to determine the appropriate person/chain of command to whom the citizen should direct his/her complaint. The Board member should avoid discussion of particular facts and evidence related to the complaint prior to a hearing before the Board.
2. The Board member will remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
3. The Board member will refer the citizen to the appropriate person/chain of command. The citizen must go through the chain of command. See BBE (Local).
4. Written request/complaints will be referred to the Superintendent for appropriate follow-up.

### **B. SOCIAL MEDIA**

1. Trustees shall use discretion when utilizing social media sites, blogs, and similar online tools.
2. Trustees should distinguish between their personal social media accounts, those used for campaigning, and those used for official District business.
3. Social media accounts in which the Trustee holds himself or herself out as a District official is considered a District communication vehicle.

### **C. MEDIA REQUESTS**

1. All media requests should be directed to the District Communications department.
2. The Board President shall serve as the spokesperson for the Board and shall communicate the position of the Board in accordance with the will and actions of the Board.

### **D. COMMUNICATION AS A PARENT**

1. Trustees who are parents of students in the District shall clearly indicate to District staff when they are speaking as a parent and not acting in their official capacity as a Trustee.
2. Trustees shall not request, expect, or require, extra consideration, or preferential treatment for their students as a result of their position as a Trustee.



**E. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT**

1. An individual Board Member, acting in his or her official capacity, shall have the right to seek information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
2. Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with current policies.
3. Individual members shall seek access to records or request copies of records from the Superintendent or other designated custodian of records by submitting a written request. When a custodian of records other than the Superintendent provides access to records or copies of records to Individual Trustees, the provider shall inform the Superintendent of the records provided and, when required, maintain a log of access to the particular records.
4. At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements.
5. 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 shall be by Board Action at an appropriately called Board meeting.

**F. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

1. An employee may communicate directly with a member of the Board regarding a matter relating to the operation of the district, except that the policy may prohibit ex parte communication relating to a hearing under Subchapter E or F, Chapter 21; and another appeal or hearing in which ex parte communication would be inappropriate pending a final decision by the Board.
2. Subject to the provisions of paragraph (a) above, the Board member will hear the employee's complaint to the extent necessary to determine the appropriate person/chain of command to whom the employee should direct his/her complaint. The Board member should avoid discussion of particular facts and evidence related to the complaint prior to a hearing before the Board.
3. The Board member will remind employee of due process procedure and remain impartial.
4. The Board member will refer the employee to the appropriate person/chain of command. The employee must go through the chain of command.
5. Written requests/complaints will be referred to the Superintendent for appropriate follow-up.

**G. BOARD MEMBER VISIT TO SCHOOL CAMPUS**

1. All Board members are encouraged to visit all schools and school events. Board members may report to the full Board results of a school visit during a regular meeting as long as the agenda includes an item regarding this.
2. Board members may visit teachers' classrooms by invitation of the campus principal or the Superintendent.
3. Board members may visit campuses for unaccompanied campus walks with prior notice provided to Superintendent, except published testing days.
4. For any other visits that require interruption of normal day to day activities, a 24-hour notice to the Superintendent will be required.
5. If Board members visit campuses unannounced, then they will report the visit to the Superintendent.

**H. COMMUNICATION WITH THE SUPERINTENDENT**

1. The Superintendent will frequently communicate directly with the Board.
2. The Superintendent will communicate with the Board as soon as practical on emergencies via email, phone or personal contact in accordance with the Texas Open Meetings Act.
3. Board members will keep the Superintendent informed about matters of importance through telephone calls, text messages, email, or personal visits.
4. The Board will communicate with the community through public hearings, presentations to PTA's and civic clubs, regular Board meetings, and through regular publications.
5. Individual Board members cannot speak in an official capacity for the Board.

**I. CONTACTING BOARD MEMBERS**

1. The Board encourages input; however, anonymous communications will not receive Board action.
2. Each Board member should provide contact information on the GISD website.

**J. RESPONSE TO WRITTEN COMMUNICATION**

1. The Board encourages input.
2. Any signed correspondence delivered to a Board member will be forwarded to the Superintendent for appropriate follow-up.

3. **Written Communication Addressed to the Board as a Whole:** No one board member can respond directly to the sender of an email or letter that was sent to the Board as a whole. Additionally, no one board member can respond by “reply all” to an email that was sent to the Board as a whole. The appropriate response to any written communication addressed to the Board as a whole will come from the Superintendent. This will avoid the potential of creating a “walking Board Meeting” and violating Open Meetings regulations.

## **SECTION 6: COMPLAINTS**

### **A. PARTICIPATION IN COMPLAINT RESPONSE**

1. Trustees shall not participate in responding to any formal complaint or grievance unless the complaint or grievance has reached Level III in accordance with Board Policies.
2. Any Trustee who receives a formal complaint shall refer the individual or the complaint to the Superintendent or designee.
3. Trustees shall not conduct meetings with individuals who have filed formal complaints until the complaint process has been completed.

### **B. INFORMAL COMPLAINTS**

1. When an individual, who has not yet filed a formal complaint, brings a complaint or concern to a Trustee, the Trustee shall refer them to District staff to resolve their concern.

### **C. COMPLAINTS DURING PUBLIC COMMENT**

1. If an individual attempts to express complaints or grievances to the Board during the public comment portion of a Board meeting, the presiding officer shall direct the individual to the District’s complaint processes.
2. However, Trustees shall not be considered ineligible to hear a complaint solely on the basis of the complainant expressing the complaint during the public comment portion of a Board meeting.

## **SECTION 7: BOARD DEVELOPMENT AND EVALUATION**

### **A. BOARD SELF EVALUATION**

1. Each member of the Board individually completes a board evaluation annually.
2. Self-evaluation by the entire Board is conducted in closed session by consensus.
3. Board self-evaluation is conducted at least annually and by the end of February.
4. The Team Operating Procedures will be considered as part of the Board self-evaluation.

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5. The Board will use the TASB “Effective Board Practices: An Inventory for School Boards” inventory tool to measure its effectiveness and identify opportunities for improvement. The template is found at: [https://www.tasb.org/Services/Leadership-Team-Services/Resources/Dicynebts/documents/2011\\_effective\\_bd\\_pract.aspx](https://www.tasb.org/Services/Leadership-Team-Services/Resources/Dicynebts/documents/2011_effective_bd_pract.aspx). The evaluation will measure Planning, Governance, Oversight / Management, and Board-Superintendent team operations.

**B. REVIEW OF BOARD OPERATING PROCEDURES**

1. The Board Operating Procedures Manual will be reviewed and updated, as needed, annually.
2. This review and updating will be accomplished through the formation of a subcommittee of Board members to be approved as part of the June regular board meeting
3. Operating procedures will be brought to the board for approval no later than the September Regular Called meeting.

**C. BOARD TRAINING AND TEAM OF EIGHT DEVELOPMENT**

1. The Board as a whole and the Superintendent (i.e., the Team of 8) will annually participate in at least 3 hours of training dedicated to team building.
2. After any member of the Board attends a conference or training opportunity, they may provide a brief report to the Board about the content of the training attended. This will take place during a regular or called meeting of the Board.
3. All Board members will participate in continuing education in order to meet all State requirements concerning trustee training as stated in Policy BBD.

**D. NEW BOARD MEMBER ORIENTATION AND MENTORING**

1. New Board members will be sworn in and seated during the regular May board meeting following the May election. In coming Members will be encouraged to sit with the full board at graduation to congratulate the seniors. Board members elected during a special called election will be sworn in and seated during the first regular meeting after the election.
2. All new board members are required by the State Board of Education to participate in at least 3 hours of local Board orientation within the first 60 days after election.
3. Within the first 120 days after election, new Board members are required to attend 3 or more hours of training on the Education Code Chapter 26 (Parental Rights and Responsibilities) and 28.004 (Local School Health Advisory Council and Health Education Instruction) conducted by the Regional Education Service Center.
4. It would be beneficial for new Board members to be paired with a veteran Board member during their first year of service for the purpose of mentorship.

**E. REQUIRED TRAINING**

1. Each Trustee shall complete the required continuing education as outlined in Board Policy (LEGAL).
2. Attending local, regional, state, and national conferences is highly encourages, as is applying for the Leadership TASB program.
3. At the regularly scheduled Board meeting in April of each year, the presiding officer shall report whether each individual Trustee has or has not met the training requirements.
4. A quarterly continuing education credit report will be provided to each board member by the Assistant to the Board of Trustees prior to the April regular Board meeting.

**F. VIOLATION OF BOARD OPERATING PROCEDURES**

1. Infractions of the Board Operation Procedures manual will result in the President meeting with and discussing the concern with the member, and thereafter, if needed, reporting to the Board.

**SECTION 8: PLANNING**

The Board will be proactive in planning for the future of GISD. To that end, the Board will engage in the following planning activities.

**A. BOARD CALENDAR**

1. In January of each year the Board will develop a Board calendar for the year. This calendar will establish timelines for Board activities as well as a schedule for all regular meetings and called meetings. Called meetings will be scheduled to include, at a minimum, Board training, Board workshops, Superintendent evaluation, and Board self-evaluation. The calendar will serve as a guide for agenda and activity planning purposes throughout the year. The calendar shall include, but not be limited to, information and reports the board will receive as well as actions anticipated throughout the year such as:
  - a. Required Board actions
  - b. Items legally required annually
  - c. Desired Board projects
  - d. Instructional programs and district initiatives to review throughout the year
  - e. Board workshops
    - **Board Workshops** - Board workshop are meetings of the whole Board posted for discussion but not action. The purpose of Board workshops is to receive major

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presentations by the Superintendent or designee in order to educate the Board and the public. In January of each year, the Board shall schedule at least 4 workshops to be placed on the Board Calendar to occur once per quarter. At least three of the workshops will be devoted to review of the following key areas of District operations. This will leave one workshop topic “open” to address issues pressing to the Superintendent and/or the Board. The intention is for the Board to receive an in-depth report on each of these 9 areas at least every 3 years.

- f. Finance and Human Resources
- g. Maintenance and Facilities
- h. Special Education
- i. Curriculum and Instruction
- j. Extracurricular Programs (i.e., Fine Arts, Athletics, UIL, etc.)
- k. Career and Technical Education
- l. Communications and Community Relations
- m. Technology
- n. Safety and Student Concerns (i.e., bullying, Child Protective Services, suicide prevention, drug use prevention and education, family involvement, etc.)
- o. Campus Improvement Plans

2. The Board Calendar will include the following activities:

*(This calendar outline includes standard agenda items. It is not, nor is it intended, to be a comprehensive list of agenda items that will go before the Board of Trustees throughout the year. The board president may change any item throughout the year, as necessary.)*

**JANUARY 2024**

Informational Items:

Action Items:

- Approve Order of Election, content of election order, election procedures
- Notice of Election designating election precincts and polling places
- Approval of Hunt County Voter Administration to conduct board election
- Review, and possibly amend, the 2023-2024 Academic School Calendar

Workshops:

- Team of 8 Training
- Superintendent Summative Evaluation

Called Mtgs:     ▪ As needed

**FEBRUARY 2024**

Informational Items:

- Public Hearing for 2022-2023 TAPR
- Budget Calendar 2024-2025
- Strategic Plan update on Finance

Action Items: Approval of Purchasing Cooperative Participation Report for 2023-2024

- Approval of Head Start: Directors Report/ Coordinators Report, Disability plan/ training, Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training, & Head Start Council Representatives

Workshops: ▪ None

Called Mtgs: ▪ As needed

## **MARCH 2024**

Informational Items:

- Initial Budget Report for 2024-2025 School Year

Action Items: ▪ Approve Administrative Contracts

- Approve Local Board of Trustees Instructional Materials Allotment Form
- Possibly cancel election(s) for unopposed candidates
- Resolution to nominate 2024 Superintendent of the Year (SOTY)
- Consider and take possible action regarding approval of administrative and other employee contracts as presented by the Superintendent

Workshops: ▪ Strategic Plan update on Facilities

Called Mtgs: ▪ As needed

## **APRIL 2024**

Informational Items:

- Hunt County Appraisal District Audit Report
- Trustee Continuing Education Credit Report
- First Reading of the 2024-2025 district budget

Action Items: ▪ Approve external audit firm for year ending June 30, 2024

- Approve proclamation purchases (Textbooks)
- Consider action on Child Nutrition budget and contractor
- Approve 2024-2025 Hunt County Head Start Grant Application, Program Plan, Self-Assessment, and budget/Narrative, and submission of application
- Approve teacher and other professional employment contracts

Workshops: ▪ Budget

Called Mtgs: ▪ As needed

## **MAY 2024**

Informational Items:

- Oath of Office for newly elected Trustees
- Reorganization of the Board
- Second Reading of the 2024-2025 district budget

Action Items: ▪ Authorize advertisement to schedule Budget and Tax Rate hearing

- TASB Advocacy Resolution

Workshops: ▪ Food Services and Professional Development

Called Mtgs: ▪ Canvass election results

## **JUNE 2024**

Informational Items:

- Public Hearing for budget and proposed tax rate
- HB3 Accountability Review
- Form Board Operating Procedures Subcommittee (if necessary)

Action Items: ▪ Adopt 2024-2025 Budget, tentative tax rates and certified tax roll

- Approve Board Members to serve on School Safety and Security committee

- Approve of TASB Board Position – Region Nomination
- Approve of the Quality Improvement Grant

Workshops: ▪ Superintendent Summative Evaluation and contract renewal

Called Mtgs: ▪ As needed

## **JULY 2024**

Informational Items:

- School Health Advisory Council Report (SHAC) 2023-2024
- Summer Leadership Institute learning reports by individual board members

Action Items: ▪ Approve Student and Staff handbooks

- Approve Student Code of Conduct 2024-2025
- Elect delegate and alternate delegate for TASB convention
- Approve School Health Advisory Council (SHAC) Membership for 2024-2025
- Approve superintendent goals and evaluation tool for the 2024-2025 school year
- Reconvene Board Operating Committee

Workshops: ▪ Team of 8 Training (if there are new board members as a result of the May election)

- Technology Update

Called Mtgs: ▪ As needed

## **AUGUST 2024**

Informational Items:

- District and Campus Accountability Report
- HB3 Accountability public hearing
- Report on delinquent taxes
- Public hearing for tax rate

Action Items: ▪ Adopt final M&O and I&S tax rates

- Approve certified tax roll for the 2024-2025 school year
- Approve Board Operating Procedures Subcommittee

Workshops: ▪ Strategic Plan update for Teaching and Learning

Called Mtgs: ▪ As needed

## **SEPTEMBER 2024**

Informational Items:

- Student enrollment and demographic report

Action Items: ▪ Nominate members for the Tax Appraisal Board for the 2024-2025 school year

- Approve/Amend Early Childhood Literacy Outcome goals

Workshops: ▪ Board Self- Evaluation (closed Session) \*November

Called Mtgs: ▪ As needed



## **OCTOBER 2024**

Informational Items:

- TASA/TASB learning reports by individual board members

Action Items: ▪ HB3 Accountability Review

- Approve District and Campus Improvement Plans
- Approve 2022-2023 Hunt County Head Start program annual report
- Approve textbook selection committee (adoption years only)
- Academic Progress Report
- Strategic Plan Update (Qrt)

Workshops: ▪ Strategic Plan update for Human Resources and Communications

Called Mtgs: ▪ As needed

## **NOVEMBER 2024**

Informational Items:

- Public Hearing on TEA School FIRST Report Card rating
- GISD external financial audit report

Action Items: ▪ Approve GISD external financial audit report for fiscal year ending June 30, 2024

- Academic Progress Report

Workshops: ▪ None

Called Mtgs: ▪ As needed

## **DECEMBER 2024**

Informational Items:

- Review, and possibly update, Board goals
- Review and update Board of Trustees 2025-2026 Annual Meeting Agenda Calendar Outline

Action Items: ▪ Academic Progress Report

- Superintendent's midyear performance review (closed session)

Workshops: ▪ None

Called Mtgs: ▪ As needed

### **B. BOARD GOALS**

1. The Board will use the existing Board Goals and the District's Strategic Plan to serve as the foundation for forming the Board Goals. These goals will be used as the basis for the Board Self Evaluation. The Strategic Plan should serve as a guide for the administration in preparing the District's budget, as well as all other district, department, operations, and campus improvement plans. Goals will be reviewed by October for the following year.
2. Each year in November, the Board will meet to evaluate its performance over the previous period. The process will be facilitated by the Board President or designee, unless a majority of the Board members feel the process would be better served by using an independent facilitator.

### **C. ADVOCACY**

1. Board members are expected to advocate for the high achievement of all students and nurture

involvement with community organizations to provide community-wide support for our students.

2. The Board should adopt a list of the district's legislative priorities prior to the opening of the bi-annual session of the Texas legislation and communicate these priorities to the area legislators.
3. Before the TASB regional Grass Roots meeting held each even numbered year, the Board will consider advocacy priorities to be voted on for consideration at the annual meeting.
4. Each year before the annual TASB convention, the Board will consider advocacy resolutions to be voted on for consideration at the convention.
5. Board members are encouraged to draw upon opportunities to speak to the public outside of Board meetings when requested by citizens of the district. Such opportunities should be coordinated with the Superintendent and Board president, and must be extended to 2 other board members

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## **SECTION 9: PERSONNEL**

### **A. SUPERINTENDENT EVALUATION**

1. The Board is responsible for hiring, supervising and evaluating the job performance of the Superintendent. The Board will evaluate the performance of the Superintendent each year based on the Superintendent Goals and Board Goals. The feedback and direction provided by the Board to the Superintendent during the evaluation process is essential for maintaining high quality leadership and goal attainment in the District.
2. **Summative Evaluation:** At the end of the Superintendent's contract year in September, the Board will conduct a Summative Evaluation of the Superintendent's job performance. This final evaluation will inform the Board's decision about renewing the Superintendent's contract. (Formative evaluation in March)
3. **Changing the Superintendent's Contract:** The Superintendent's salary will be reviewed annually at the time of contract renewal. However, the board can adjust at anytime with request of at least one board member. The President will notify the Board of any contract items that need to be deliberated prior to consideration of the contract renewal. Terms and conditions of the Superintendent's contract including any salary adjustments and enhancements will be reviewed by the Board's attorney to ensure legality and clarity.

### **B. DISTRICT EMPLOYEES**

1. If a Board member becomes concerned about the performance of district employees, the Board member must take their concerns directly to the Superintendent and inform the Board President.

Such concerns must be limited to the following:

- a. Actions that are harmful to children in any way
  - b. Actions that are illegal
  - c. Egregious violations of Board policy
  - d. Actions that are harmful to the District or the Board's reputation
2. Board members must remain cognizant that district personnel are the responsibility of the Superintendent and not the Board. The Board will be kept up to date on personnel movement by the Superintendent.
  3. The Board will receive an annual report on district employee salary ranges. At contract renewal time in the spring, the Board will receive a report on any individuals receiving raises and/or new job classifications.

**SECTION 10: FORMS**

**Board Operating Procedures**

Name \_\_\_\_\_ Trustee’s Place Number \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Greenville ISD Board Operating Procedures. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I understand that changes this board may make to this document throughout the school year may supersede, modify, or render obsolete the information summarized in this book.

As the board adopts updated procedures, I accept responsibility for reading and abiding by the changes.

I also accept responsibility for contacting the board president or the superintendent if I have questions or concerns or need further explanation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Policy during closed session

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ROLE OF BOARD IN CLOSED SESSION

1. During closed session the Board can only discuss those items listed on the executive agenda as limited by law. (Texas Government Code Chapter 551) The Board must vote in open session.
2. Information and opinions shared during closed sessions must remain confidential.
3. Minutes are taken by the Board Secretary and sealed at the conclusion of closed session. Sealed closed session minutes are file in the Superintendent's office.

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CLOSED SESSION

1. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting.
2. All personnel issues should be conducted in closed session unless specifically required to be in open session by Texas Open Meetings Act.
3. Anything that violates right to privacy or involves specific legal issue should be conducted in closed session unless specifically required to be in open session by Texas Open Meetings Act, Chapter 531.

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Trustee Signature

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Date Signed