



**Wimberley ISD**

*Excellence. Innovation. Service.*

**Wimberley Independent School District**

**Board of Trustees**

**Operating Procedures**

*(Updated 02/27/2023)*

# Wimberley Independent School District

## Board Notebook

2023

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# Section 1 - Core Belief Statements

**Definition:** Core beliefs are the set of beliefs and or values that drive every decision that we make. They may or may not be written down but they are always present. They are most effective when they are written down, agreed on, and followed.

## **The Core Beliefs of Wimberley ISD are:**

1. We believe the needs of children must be placed above the wants of adults.
2. Every child who graduates Wimberley ISD should be fully certified (via diploma, trade certificate, or other district certification) to pursue his/her next career choice whether it be college, the military, the work force, parenthood, etc.
3. Diversity strengthens our community and enriches our schools.
4. Wimberley ISD is fully successful only if all of its student's graduate and are prepared for success in the next phase of their careers and/or lives.
5. In an appropriate setting and with the proper instruction, every child can learn.
6. People learn at different rates, have different capacities and each student's educational path deserves to be valued equally.
7. Every child deserves an educational environment that is free from disruption, bullying, and intimidation and is focused on learning.
8. Every child is entitled to a teacher that is the best we can hire for that position and who is chosen solely on merit.
9. Every Wimberley ISD graduate should be fully prepared to assume a productive role in his/her community.
10. Successful schools are the responsibility of the entire community.
11. The district belongs to the people. It is their kids, their school, and their money. Therefore, we will be open and transparent in our dealings with the public.
12. We believe that students need the balance of life that is provided by extra-curricular activities and that every child should participate in extracurricular activities each year.
13. The rules and policies we adopt must ultimately benefit students over adults.

## Section 2 - Board Code of Conduct

I realize that to be the most effective advocate for children we, as a board, must function as a team. To this end I pledge to do my best to adhere to the principles listed below. Should I, for whatever reason, fail to follow these guidelines I ask my fellow board members to call it to my attention. When that happens, I pledge to accept the feedback without anger or finger pointing, and to renew my efforts to follow this code of conduct.

1. I will always strive to put the needs of children above the wants of adults.
2. I will not make negative comments about another board member, either publicly or privately.
3. I will make a good faith effort to understand and accommodate the views of other board members.
4. What is said to me in confidence by a board member or the superintendent will remain in confidence.
5. I will not attempt to state or otherwise represent the position of another board member on any issue.
6. I will come to board meetings prepared.
7. I will not monopolize the conversation.
8. I will not embarrass another board member or school employee in public.
9. I reserve the right to disagree, but I will not be disagreeable. Nor will I harbor grudges from past issues or events.
10. I will treat every other board member the way I want him/her to treat me.
11. As a sitting board member, I will not publicly support candidates for school board elections.

## Section 3 - Board Operating Procedures

### 1. Developing Board Meeting Agenda – [Board Policy BE](#)

#### a. Who can place items on agenda

- i. Board members must request to the Board President, 10 days in advance, any item they wish to have considered for placement on the agenda.
- ii. The Board President will strive to respond to all Board member requests for agenda items within 48 hours of receipt of requests.
- iii. The Superintendent, the Board President, or a Board member can place an item on the agenda.
- iv. In accordance with Texas open meeting laws, no item can be placed on the agenda less than 72 hours in advance of meeting, except in an emergency as per Texas Code.
- v. All available information related to agenda items will be provided to all Trustees the Wednesday prior to regular, Monday meetings.

#### b. Items that cannot be on the agenda

- i. All personnel issues associated with an individual employee must be conducted in a Closed Session unless specifically required by Texas Open Meeting Law.
- ii. Anything that violates right to privacy, i.e. Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the agenda.

#### c. Use of Consent Agenda

- i. A consent agenda will be used for items that do not normally require Board discussion. The Board President and Superintendent are encouraged to make liberal use of the consent agenda. A single Board member can remove an item from the consent agenda for Board discussion by request. The Superintendent will automatically place the following items on the consent agenda:

1. Routine items
2. Annual renewals of Region X and TEA items
3. Budget amendments
4. Under \$500 tax refunds
5. Gifts, donations and bequests
6. Financial information
7. Minutes of regular and special Board meetings
8. Minutes of joint meetings with City
9. Updates of Board(LEGAL)policy
10. Routine personnel items
11. Routine bid recommendations

## 2. Member Conduct During Board Meeting - [Board Policy BE](#)

(Note: Any time four or more members are gathered and discuss Board business, it is considered a meeting.)

- a. Parliamentary Procedure: The Board shall observe the parliamentary procedures in Robert's Rules of Order unless preempted by Board Policy or procedures, or by a majority vote of the Board at a meeting.
- b. Attorney Correspondence: The Board President is the only Trustee with the authority to contact the school lawyers by phone or email. Trustees seeking to contact the District's attorneys must seek prior permission from the Board President.
- c. Discussion of motions
  - i. All discussion shall be directed solely to the business currently under deliberation.
  - ii. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
  - iii. The Board President will recognize a Board member prior to the member giving his/her comments.
- d. Voting
  - i. All members, including the Board President, will either vote or abstain on all action items. Board members are expected to vote unless there exists a specific conflict of interest associated with the agenda item under consideration.
- e. Patrons addressing the Board
  - i. A Board meeting is not a "public meeting" in the true sense of the audience having a right to participate in discussion of items before the Board. A school board meeting is a meeting held in public. Whether the audience is allowed to participate and, if so, the rules of participation are all controlled by the local Board.

### ***Public Forum (Citizen's Comment) Guidelines:***

- State law prohibits Board members from responding to speakers in public forum unless the topic regards a matter specifically posted on the meeting agenda. The Board will carefully consider any concerns expressed and, if appropriate, address those concerns when the Board considers that particular action item during the meeting.
- Speakers will limit their comments to 3 minutes. The Secretary of the Board will be responsible for keeping the time.

- Citizens who wish to express complaints regarding specific personnel are encouraged to contact the Superintendent's Office and to utilize the formal grievance process, when appropriate.
- The Board may host public forums. During these forums, the Board is assembled to gather citizen's input and enter into two-way dialogue to answer questions.

### 3. Reports – [Board Policy BBE](#)

- a. Individual board member request for information or report
  - i. Any Board Member may request a report. If the Superintendent determines that the development of the report shall take over six hours of staff time, then the request must be sent to the Board as a whole. All requests for reports shall be distributed to all Board Members.
  - ii. Board Members shall not attempt to solicit information from staff members other than the Superintendent or his/her secretary. However, if a Board member has specific questions related to district financials, those questions may be addressed directly to the District CFO. If the Superintendent becomes aware that this procedure is not being followed, he/she must report it to the Board President who shall present the information to the Board.
  - iii. At a minimum, quarterly, the Administration will provide the Board with reports updating the Board on the ongoing progress in implementing the District's Strategic Plan and Campus Improvement Plans.
  - iv. To ensure the District is receiving the best value for services provided to the District, where legally allowed, the District will undergo a competitive Request for Proposal (RFP) or Request for Qualifications (RFQ) process at least every three years for services to include Property and Casualty Insurance, Legal Counsel, Bank Depository services, Financial Advisor services, Investment Advisor services, Delinquent Tax Collection services, and services provided by the Texas Association of School Boards (TASB).

### 4. Citizen Request/Complaint to Individual Board Member – [Board Policy BBE](#)

- a. When a Board member receives a request from a citizen the Board member should refer the person to the Superintendent or the Board President.
- b. When a Board member receives a complaint from a citizen the Board member should:

- i. Listen politely if appropriate and encourage the individual to attempt to work with the individual at the source of the concern (teacher, principal, etc.)
  - ii. May review the chain of command with citizen.
  - iii. Remind the citizen of due process and that the Board member cannot investigate and must remain impartial in case situation goes before the Board.
  - iv. Refer citizen to appropriate person/chain of command. (The citizen MUST GO THROUGH CHAIN OF COMMAND before any other action can be taken.)
- c. The Board member should inform the Superintendent as soon as possible after receiving the request or complaint.
  - d. The Superintendent or his/her designee will respond, if appropriate, to citizen in a timely fashion.

## 5. Employee Request/Complaint to Individual Board Member - [Board Policy BBE](#)

- a. When a Board member receives a complaint from an employee the Board member should:
  - i. Listen politely if appropriate and encourage the individual to attempt to work with the individual at the source of the concern (teacher, principal, etc.)
  - ii. Remind the employee of due process and that the Board member cannot investigate and must remain impartial in case situation goes before the Board.
  - iii. Refer employee to appropriate person/chain of command. (The employee MUST GO THROUGH THE CHAIN OF COMMAND before any other action can be taken.)
  - iv. The Board member should inform the Superintendent as soon as possible after receiving the request or complaint.

## 6. Board Member Visit to School Campus

- a. When possible, Board members are expected to attend school events and activities.
- b. Board members are not to go into teacher's classrooms or individual buildings for the purposes of evaluation.
- c. Except for routine activities or visits to see their children, Board members should let the principal and Superintendent know in advance of their visit.



- d. Board members are reminded they are visitors when on campuses and are expected to follow the same protocols required of other visitors as outlined in Board Policy.

## 7. Communications

- a. Superintendent will communicate with all Board members via email, text and/or phone calls.
- b. Superintendent will meet with Board President as needed to discuss issues of the district.
- c. Board will keep Superintendent informed via email, text and/or phone calls.
- d. Board will communicate with its community through public hearings, regular Board meetings, and publications.
- e. Individual Board members when speaking outside the Board Room may state his/her opinion provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board. Comments in the community should always be positive and not destructive.
- f. Board members are reminded that all written communications (email, text, social media posting, letters, etc.) related to school business are subject to the requirements of the Texas Open Records Act.

## 8. Evaluation of Superintendent – [Board Policy BJCD](#)

- a. The Board will conduct the Superintendent's annual summative evaluation every January.
- b. The Board will conduct the Superintendent's mid-year formative evaluation every July

## 9. Criteria and Process for Selecting Board Officers – [Board Policy BDAA](#)

- a. Board Officers: Section 11.061© of the Texas Education Code, provides that at the first board meeting after the trustee election, officers are to be selected. At that time a president, vice-president and secretary will be voted upon.

## 10. Role and Authority of Board Member and/or Board Officers - [Board Policy BDAA](#)

- a. No Board member or officer has authority outside the Board meeting.
- b. No Board member can direct employees in regard to performance of their duties.

c. President:

- i. Shall preside at all Board meetings
- ii. Appoint committees after consultation with the Board (Board sub-committees or committees that report to Board)
- iii. Shall call special meetings
- iv. Sign all legal documents required by law. The role of the president is to bring focus to Board discussion and facilitate Board decision-making. To be effective, the president cannot use the office of president to foster his/her own agenda. To do so creates disharmony and mistrust. The president must believe that reasoned, thoughtful, data-driven discussion will bring about the best decisions, even if he/she may not personally agree with the decision.
- v. In addition to being a Board member, the president must remove him/herself from the fray of the discussion and work constantly to bring the Board together as a team and seek a consensus position everyone can live with. To accomplish these objectives a president must:
  1. Be a consensus builder
    - a. Not take sides
    - b. Get people to compromise
    - c. Insist that decisions be “data driven” rather than “I think”
  2. Be strong
    - a. Control meetings
    - b. Be able to live with criticism
    - c. Be willing to take unpopular stands
  3. Listen (but not necessarily accept, believe, or act on everything he/she hears)
  4. Be trustworthy
    - a. Dependable (do what he/she promises to do)
    - b. Open (no hidden agendas)
    - c. Honest (always ethical and truthful)
  5. Work effectively with the Superintendent
  6. Be secure (i.e. does not “need” to be president)

A person should be selected to be president because he/she has the skills and values described above, not because it is his/her “turn”. Some people can be excellent Board members but are simply not suited to be president.

d. Vice President

- i. Shall act in capacity of president in absence of president

e. Secretary

- i. In all open sessions cause accurate record of meetings to be kept; in closed session will keep accurate records.
  - ii. In the absence of both the President and Vice President, shall call meeting to order and act as the presiding officer.
- f. Committees
  - i. Members of the Board will not be a member of nor participate in, but may attend, administrative committee meetings.
  - ii. The Policy Committee will be the only ongoing Board committee.
- g. Graduation
  - i. Current Board members are invited to participate in the graduation of the senior class. Board members will be seated together on the stage.
  - ii. The President of the Board of Trustees has the honor of presenting the graduating class with their diplomas. Current Board members and former Board members are welcome to present their child(ren) with their diploma.
  - iii. Requests for presentation of diplomas should be coordinated with the Board President prior to graduation.

#### 11. Role of Board in Executive Session – [Board Policy BE](#)

- a. Board can only discuss those items listed on the executive agenda and as limited by law.
- b. Board must vote in public/open session.
- c. Information during Closed Session must remain confidential.

#### 12. Media Inquiries to the Board

- a. The Board President shall be the official spokesperson for the Board to the media regarding Board matters.
- b. Members reserve the right to speak to the media regarding issues, provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board. Board Members are encouraged to exercise caution if desiring to address the media even as an individual.

#### 13. Anonymous Phone Calls or Letters

- a. The Board of Trustees encourages input. However, anonymous calls or letters, except those containing a clear and present threat to safety of persons or property, will not receive Board attention, discussion or response and will not result in directives to the administration. Board Members are encouraged to notify the superintendent of anonymous correspondence.

14. Response to Signed Letters

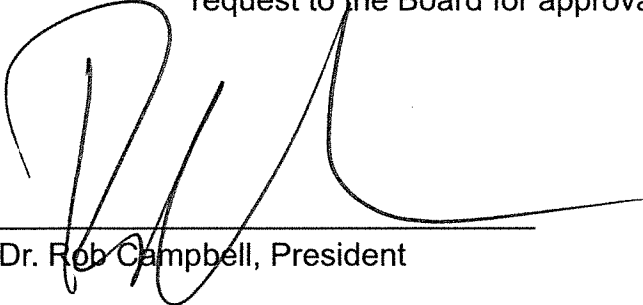
- a. The Wimberley Board of Trustees encourages input. A signed letter will be forwarded to Superintendent and a response using standard format will be sent by the Board Member. The Superintendent will respond and send copy to full Board.

15. Reviewing Board Operating Procedures

- a. Standard Board Operating Procedures will be reviewed and updated biannually.


16. Travel

- a. Legitimate expenses incurred by Board members while traveling on official business shall be reimbursable consistent with Board policy and state and federal laws. Specific requirements for reimbursements include, but are not limited to the following:
  - i. No alcoholic beverages
  - ii. No spouse, children, or other family member expenses
  - iii. Convention sponsored hotel or equivalent or the Board member pays the difference (single or double room is allowable)
  - iv. Meals, hotel, travel, rental cars, and registration, and other reasonable expenses are allowable
  - v. Members desiring to join organizations in addition to TASB shall make a request to the Board for approval.



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Dr. Rob Campbell, President



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Andréa Justus, Secretary

## Section 4 - Shared Vision/ Mission/ Goals

*Wimberley Independent School District  
Five-Year Strategic Plan 2023-2027*

### **Vision Statement**

Excellence, Innovation, Service

### **Mission Statement**

Wimberley ISD is dedicated to excellence in education, empowering the next generation of Texans to have a positive impact locally and globally.







**We Believe:**

**STUDENTS** are engaged partners in a challenging, relevant education provided within a safe and nurturing environment.

**PARENTS** and **FAMILIES** are invited, informed, and engaged educational partners.

**FACULTY** and **STAFF MEMBERS** are invested professionals who are equipped and supported to inspire lifelong learners.

**CAMPUS ADMINISTRATORS** are leaders who create safe, nurturing environments and consistently communicate, inspire, and empower.

The **SUPERINTENDENT** and **CENTRAL OFFICE STAFF** are servant leaders who consistently and transparently inform, support and empower our students, staff, and community.

The **BOARD OF TRUSTEES** is a unified team supporting students, staff, families and the community by creating effective policies to ensure all students have access to a high-quality education that prepares them to be productive members of the Wimberley community and beyond.

## Wimberley ISD Strategic Priorities and Objectives

1. **EMPOWER** Student Excellence
  - 1.1 Academic Achievement - Growth at All Levels
  - 1.2 Safety and Well-Being of Students
  - 1.3 College and/or Career and/or Military Ready Students
  
2. **SUPPORT** Faculty and Staff Excellence
  - 2.1 Faculty and Staff Satisfaction, Engagement, and Well-Being
  - 2.2 Continuous Development and Training
  - 2.3 Competitive Compensation and Benefits for Faculty and Staff
  
3. **STRENGTHEN** Community Excellence
  - 3.1 Parent and Family Satisfaction and Engagement
  - 3.2 Community Satisfaction and Engagement
  - 3.3 Community Partnerships
  
4. **ENSURE** Operational Excellence
  - 4.1 Strong Financial Stewardship and Operational Efficiency
  - 4.2 Systematic, Long-Range, Transparent Facility Planning
  - 4.3 Open Two-Way Communication



## **Section 5 - Board Policies**

Adoption and Amendments – reference [BF \(Local\)](#)

[Policy Online](#)

All Wimberley I.S.D. Board Policies are online.

[TASB - School District Policy 101](#)



# Section 6 - Board of Trustees' Policy Section

Section [B](#)

Agenda Procedures [BE](#)

Request for Items to be included on the agenda – [Board login to see form](#)

# Section 7 - Agenda Calendar

[Board Meeting Resources](#)

[TASB Sample Activity Calendars](#)

# Section 8 - Board Training Hours

[TASB Required Board of Trustees Training](#)

[Policy BBD](#)

# Section 9 - Conflicts of Interest Disclosure

[Policy BBFA](#)

# Section 10 - Budget

Website Information - [Budgets](#)