



**Board of
Trustees
Operating
Procedures**

Version 4.0

Adopted June 22, 2017



Board Operating Procedures

Revision History

Date	Version	Description	Approval Authority
02/28/02	1.0	Adoption of Dallas ISD Board Operating Procedures	Board
01/31/2008	2.0	Revised Topic II Visits to Campuses as a Trustee	Board
04/25/2013	3.0	Overhaul of entire Board Operating Procedures	Board Operating Procedures Committee
06/22/2017	4.0	Revisions include: <ul style="list-style-type: none"> • Updating Policy Reference Codes throughout • Updating the following Sections: • Overview • Overview of Continuing Education Requirements for School Board Members • Board Members' Expenses • Graduation Ceremonies • Communicating with Board Members • Handling Complaints of the General Public, Specific Complaints • Meeting/Briefing Preparation & Participation to include title change • Board Members Placing Items on the Board Agenda • School Board Recognitions • Public Participation in Meetings • Closed/Executive Session • Public Information Program Access to Public Information • Deleted Texas Association of School Administrators Internet Postings Required for Schools Districts • Added Required Internet Postings 	Board

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Overview

The Board Operating Procedures are intended to guide and assist Board Members in their role of Trustees while conducting Board business. They are not intended to confer legal rights on any other person.

The Board Operating Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between these Procedures and Board Policy, Board Policy will take precedence. At no time are these Procedures intended to override Local or Legal Policy or state or federal law.

The Board Operating Procedures will be reviewed annually in June by the Board and updated as needed as a part of Board training and orientation. The Board will revise the Board Procedures and Board Code of Conduct as needed.

Board Members Ethics

The Board President will present a copy of the Board Member's Ethics policy to each Board Member annually. Each Board Member shall be responsible for signing an agreement to abide by the Ethics policy.

As a Board Member:

- I will promote the best interests of the District as a whole
- 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.
- 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.
- 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.
- I will bring about desired changes through legal and ethical means.
- 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.
- 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 of Schools.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Policy Reference: BBF (Local)

Rules of Order for Board Meetings

Board Members:

- Shall ensure that their behavior contributes to the effective operation of the Board in governing the district;
- Shall conduct themselves as public servants;
- Shall act and dress professionally;
- Shall treat each other, the Superintendent of Schools, the staff, and person in the audience respectfully;
- Shall ensure that all deliberations directly relate to items listed on the agenda for the meeting;
- Shall notify the Board President immediately if they believe that a topic is not on the posted agenda;
- Shall first seek recognition from the Board President if they wish to comment on a topic being discussed;
- Shall not dominate discussions;
- Shall reserve comments relating to another topic on the agenda until the Board President places that topic before the Board;
- Shall ensure that all Board Members may hear their comments;
- Shall not conduct private discussions during meetings;
- Shall refrain from directing derogatory remarks at other persons;
- Shall address to the Board President, not to the other Board Members, all remarks in disagreement with another Board Member; and
- Shall listen to comments and may ask clarifying questions during the Open Forum

Policy References: BE (Legal); BE (Local); BED (Local)

Responsibilities of the Board Per State Law

All powers and duties not specifically delegated by statute to TEA or the State Board are reserved for the Board. *Education Code 11.151(b)*

The Board shall:

- Govern and oversee the management of the public schools of the District. *Education Code 11.151(b)*
- Monitor progress toward the District's comprehensive goals. *Education Code 11.1511(b)(2)* [See AE]
- Establish performance goals for the District concerning:
 - a. The academic and fiscal performance indicators under Subchapters C, D, and J, Chapter 39; and
 - b. Any performance indicators adopted by the District.*Education Code 11.1511(b)(3)*
- Adopt a policy to establish a District- and campus-level planning and decision-making process. *Education Code 11.1511(b)(5), .251(b)* [See BQ series]
- Adopt and file a budget for the succeeding fiscal year. *Education Code 11.1511(b)(7), 44.004, .005* [See CE]
- Monitor District finances to ensure that the Superintendent of Schools is properly maintaining the District's financial procedures and records. *Education Code 11.1511(b)(9)*
- Have District fiscal accounts audited annually at District expense by a certified or public accountant holding a permit from the Texas State Board of Public Accountancy following the close of each fiscal year. *Education Code 11.1511(b)(10), 44.008(a)* [See CFC]
- Publish an end-of-year financial report for distribution to the community. *Education Code 11.1511(b)(11)*
- Select the internal auditor if the District employs an internal auditor. The internal auditor shall report directly to the Board. *Education Code 11.170*
- Ensure that the Superintendent of Schools implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of District operations. *Education Code 11.051(a)*
- Ensure that the Superintendent of Schools:
 - a. Is accountable for achieving performance results;
 - b. Recognizes performance accomplishments; and
 - c. Takes action as necessary to meet performance goals.

Education Code 11.1511(b)(4)

- Appraise the Superintendent of Schools annually using either the Commissioner's recommended appraisal process or a process and criteria developed by the District. *Education Code 21.354(c)* [See BJCD]
- Publish an annual report describing the District's educational performance including campus performance objectives and the progress of each campus toward those objectives. *Education Code 11.1511(b)(6), 39.306* [See AIB, BQ series]
- Select a depository for District funds. *Education Code Ch. 45, Subch. G* [See BDAE]
- Conduct elections as required by law. *Education Code 11.1511(b)(12)*
- Canvass election results as required by law. *Election Code 67.003* [See BBB]
- Acquire and hold real and personal property in the name of the District. *Education Code 11.151(a); Local Gov't Code 271.004* [See CHG]
- Hold all rights and titles to the school property of the District, whether real or personal. *Education Code 11.151(c)* [See CI]
- Adopt a policy providing for the employment and duties of District personnel. *Education Code 11.1513* [See BJ series, DC series, DEA series]
- Limit redundant requests for information and the number and length of written reports that a classroom teacher is required to prepare. *Education Code 11.164(a)* [See DLB]
- Review paperwork requirements imposed on classroom teachers and transfer to existing noninstructional staff a reporting task that can reasonably be accomplished by that staff. *Education Code 11.164(b)* [See also DLB]
- Make decisions relating to terminating the employment of District employees employed under a contract to which Education Code Chapter 21 applies, including terminating or not renewing an employment contract to which that chapter applies. *Education Code 11.1511(b)(14)*
- Seek to establish working relationships with other public entities to make effective use of community resources and to serve the needs of public school students in the community. *Education Code 11.1511(b)(1)*
- By rule, adopt a process through which District personnel, students or the parents or guardians of students, and members of the public may obtain a hearing from the District administrators and the Board regarding a complaint. *Education Code 11.1511(b)(13)*

The Board may:

- Adopt rules and bylaws. *Education Code 11.151(d)* [See BF]
- Issue bonds and levy, pledge, assess, and collect an annual ad valorem tax to pay the principal and interest on the bonds as authorized under Education Code 45.001 and 45.003.
- Levy, assess, and collect an annual ad valorem tax for maintenance and operation of the District as authorized under Education Code 45.002 and 45.003.

Education Code 11.1511(c) [See CCA, CCG]

- Employ and compensate a tax assessor or collector, as the Board considers appropriate. *Education Code 11.1511(c), 45.231(a); Tax Code 6.22* [See BDAF]
- Enter into contracts as authorized under the Education Code or other law and delegate contractual authority to the Superintendent of Schools as appropriate. *Education Code 11.1511(c)*
- Receive bequests and donations or other moneys or funds coming legally into its hands in the name of the District. *Education Code 11.151(a)* [See CDC]
- Exercise the right of eminent domain to acquire property. *Education Code 11.155*
- Execute, perform, and make payments under contracts, which may include leases, leases with option(s) to purchase, or installment purchases, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law. *Local Gov't Code 271.005*
- Authorize the sale of any property, other than minerals, held in trust for free school purposes. *Education Code 11.154(a)* [See CDB]
- Sell minerals in land belonging to the District. *Education Code 11.153(a)* [See CDB]
- Employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. *Education Code 11.154(c)*
- Request the assistance of the attorney general on any legal matter. The District must pay any costs associated with the assistance. *Education Code 11.151(e)*
- Sue and be sued in the name of the District. *Education Code 11.151(a)*

The Board and the Superintendent of Schools shall work together to:

- Advocate for the high achievement of all District students;
- Create and support connections with community organizations to provide community-wide support for the high achievement of all District students;
- Provide educational leadership for the District, including leadership in developing the District vision statement and long-range educational plan;
- Establish Districtwide policies and annual goals that are tied directly to the District's vision statement and long-range educational plan;
- Support the professional development of principals, teachers, and other staff; and
- Periodically evaluate Board and Superintendent of Schools leadership, governance, and teamwork.

Education Code 11.1512(b)

Policy References: AEA (Local); BAA (Legal); BAA (Local); BBD (Local); BBD (Exhibit); BBE (Legal); BBE (Local); BDAA (Legal); BDAA (Local); BF (Local)

Compliance with Operating Procedures

- Individual Board Members and/or the Superintendent of Schools are encouraged to express their concerns about a Board Member's compliance with Board Operating Procedures directly with that member, verbally, followed by any written communication.
- If the issue isn't resolved after personal discussions between the individuals involved, then discussion with the Board President is appropriate. The Board President shall discuss the concern with the Board Member in question on behalf of the individual concerned, or the President shall moderate a discussion between those involved. If the concern involves the Board President, the Board Vice President shall serve this role.
- If the issue still isn't resolved, the Board President shall place an item on the next meeting agenda for a Closed/Executive Session posted as "Deliberation of Duties of a Public Officer." Alternatively, three Board Members can notify the Board President and request the item be placed on the next meeting agenda.
- In Closed/Executive Session, the individuals with the concern shall state their concern and provide specific examples to support that concern and the Board shall discuss the concern. Among other options to resolve the matter in Closed/Executive Session, Board Members may encourage the Board Member to attend specific training related to the Board Operating Procedures.
- If the Board Member in question does not believe his or her behavior is in conflict with Board Operating Procedures even in the Closed/Executive Session discussion, the matter will be addressed by majority vote of the Board in open session, with options including, but not limited to, the following:
 - a. Require the Board Member to attend specific training related to the Board Operating Procedures.
 - b. Removal from any Board-appointed office.
 - c. Formally reprimanded in public meeting.
- Discussions about compliance concerns should be intended to resolve the concern while avoiding any punitive actions. Discussions could include reminding the Board Member whose behavior is in question about the adopted Board Operating Procedures how the questionable behavior does not comply with those procedures. The discussion could also identify more appropriate alternatives to the questionable behavior or refer the Board Member to policies or procedures that outline approved ways to deal with

the issue that prompted the questionable behavior.

- While the Superintendent of Schools is encouraged by these procedures to report to the Board President or other members in the event a compliance concern is not addressed individually, Board Members will not take concerns about fellow Board Members to the Superintendent of Schools.

Policy References: BAA (Local); BBC (Legal); BBE (Legal); BBE (Local); BBF (Local); BDAA (Legal); BDAA (Local); BF (Local)

New Board Member Orientation

Board Members must be properly and thoroughly informed about the school district they serve as well as the role and responsibilities of a Board Member. The Board Operating Procedures will provide an excellent starting point.

- As a supplement to the information provided in relation to his/her candidacy, a District orientation for a new Board Member will be scheduled to begin within two weeks of the date of the election.
- In addition to the training required by State law [see BBD (Legal)], orientation shall be provided to new Board Members under the guidance of experienced Board Members, the Office of Board Services, and the Superintendent of Schools.
- Orientation and development shall be considered an ongoing process for all Board Members.
- The orientation will include, but not be limited to:
 - a. Board of Trustee Operating Procedures
 - b. District Improvement Plan (DIP)
 - c. Any Board Adopted Annual Plan
 - d. Budget information including the Annual Financial Report and Auditor's Report
 - e. Training on Accessing District Electronic Communications
 - f. Important calendar dates for Board Briefings and Board Meetings
 - g. E-Rate Training
 - h. Ethics Policy Training
 - i. Internal /External Audit Training
 - j. Board Code of Conduct
 - k. Board Structure Overview
 - l. Compliance Training per State Law

- Texas Open Meetings Act – 90 days after taking oath
- Public Information Act – 90 days after taking oath
- State Board of Education

m. Board Policy Training and Robert's Rules of Order

- Board agenda amendments and substitutions – Board Members should be adequately trained on the policy and process for substitutions or changes of the Board agenda during meetings, and how such substitutions should be communicated, presented, and resolved.

Policy References: BBD (Legal); BBD (Local); BBD (Exhibit); BDAA (Legal); BDAA (Local); BE (Local)

Board Members' Continuing Education

- In addition to the orientation and team building training, a Board Member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the frame work for governance leadership. The continuing education may be provided by a regional education service center or other registered provider.
- At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with the Board Member's District. No more than one hours of the required continuing education that is delivered by the local district may use self instructional materials.
- In the first year of service, a Board Member shall receive at least ten hours of continuing education. Up to five of the required ten hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.
- After the first year of service, a Board Member shall receive at least five hours of continuing education annually. A Board Member may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.
- The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.
- In addition to the training required by State law [see BBD (Legal)], orientation shall be provided to new Board Members under the guidance of experienced Board Members, the Office of Board Services, and the Superintendent of Schools.

External Auditor recommended training:

- Ethics and Tone at the Top – The Board President shall conduct annual ethics training for Board Members. Such training should include what constitutes good ethical conduct, the Board's role in risk oversight at the District, what avenues exist for reporting known or suspected inappropriate conduct, who is responsible for receiving and responding to reports of inappropriate conduct, and how they can continue to promote the appropriate Tone at the Top.
- Conflicts of Interest – Annually, the Office of Compliance shall conduct training geared to enhance and communicate policies and procedures to guide Board Members in what to do if they identify a conflict of interest or if they suspect that an unreported conflict exists. Such procedures could help ensure a uniform approach and understanding of what constitutes a conflict, the process for reporting such conflicts, and who within the District should handle receipts of any conflicts or suspected conflicts by Board Members.

- Role in Risk Oversight – The Internal Auditor should annually conduct a training on Risk Oversight. Understanding the risks facing the District is an important role of the Board. The Board should receive regular updates from Internal Audit Department and others as appropriate within the District on the results of risk assessments performed, including the risk of fraud and corruption. Board Members should be aware of not only the risks, but the programs and controls established across the District to mitigate and respond to such risks. Regular reporting to the Board will increase awareness and transparency of the activities in the District focused on reducing and mitigating the risk of fraud and corruption.

Policy References: BBD (Legal); BBD (Local); BBD (Exhibit)

Overview of Continuing Education Requirements for School Board Members

Continuing Education Required of Local School Board Members	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	At least 3 hours Required within 60 days of election or appointment	Not required	Local district
Orientation to the Texas Education Code	1	3 hours Required within 120 days of election or appointment	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session: length determined by issues addressed in legislation</i>	Any registered provider
Team-building Session must include a review of the roles, rights, and responsibilities of the local board as outlined in the Framework for Governance Leadership and an assessment of continuing education needs of the board-superintendent team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessed needs	3	At least 10 hours	At least 5 hours each year	Any registered provider
Continuing Education Required of All Elected Public Officials— Effective 1/1/2006		First Year Board Member	Experienced Board Member	Provider
Open Meetings Training		1 hour Required within 90 days of election or appointment		Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement (BBD Local)		Attorney General's Office or other approved provider

Questions about continuing education requirements? E-mail Its@tasb.org or call 800.580.8272, extension 2453.

Questions about Leadership Team Services (LTS) programs and services? Visit LTS.tasb.org, or call 800.580.8272, extension 2452.



Texas Association of School Boards
Leadership Team Services

Updated: 8/14

Board Members' Expenses

- Annually, Board Members shall be allocated a budget for travel, professional development training, and reasonable and necessary expenses associated with attending functions of District-related business. Individual Board Members shall not authorize any other expenditure, including the use of District personnel.
- For tax purposes the District operates under an Accountable Plan. To qualify
 - a. All expenses must have a business connection
 - b. A Board Member must adequately account to the District for their expenses within a reasonable period of time (30 days) and;
 - c. A Board Member must return any excess reimbursement or allowance within a reasonable period of time. (30 days)
- The following travel costs shall be budgeted separately and shall not be allocated against the Board Member's annual travel allocation:
 - a. Travel costs incurred on trips for state and federal legislative matters;
 - b. Meetings with TEA; and
 - c. Travel costs incurred in representing the District as the Board appointed delegate representative to the Texas Association of School Boards.
- In the event of an unavoidable cancellation of travel plans, Board Members shall not be required to reimburse the District for any nonrefundable expenses. Per diem advances and incidental expenses, for each day of travel canceled, must be reimbursed to the District within 30 days. The Office of Board Services shall promptly notify the Board Member of the costs to be repaid to the District.
- Board Members shall complete the "Report Form for School Board Travel" and the "Travel Expenses Report" within a month of the travel.
- Board Members shall be advanced/reimbursed per diem for meals for each day of travel relating to District business in accordance with the most recent domestic maximum per diem rates published by the GSA.
- Board Members shall review on a quarterly basis their expenses, including, but not limited to travel expenses, and miscellaneous operating expenses.

Policy References: BBG (Legal); BBG (Local); BBG (Exhibit)

Graduation Ceremonies

- Former Board Members may, at their option, sit on the stage and hand the High School Diploma facsimile to their graduating child or grandchild. It will be the responsibility of the former Board Member to let the current Board Member know that he/she would like to participate in such graduation ceremony. Unless invited by the current Board Member no former Board Member will speak during the ceremony.
- Board Members are responsible for attending ceremonies, presenting diplomas and providing brief greetings to the graduating class at each high school in their respective district. If a Board Member is not available to attend a ceremony, they are responsible for securing a replacement.

Policy References: EIF (Legal); EIF (Local); EIF (Regulation); EIF (Exhibit); FMH (Legal); FMH (Local)

Board Member Request for Information

- Board Members will direct their individual requests for information through the Superintendent of Schools or their designated liaison and shall copy the Administrator overseeing the office of Board Services. Board Services should follow-up on requests by phone or in writing.
 - a. An individual Board Member has an inherent right of access to records maintained by the District when the Board Member requests the records in his or her official capacity. *Atty. Gen. Op. No. JM-119 (1983)*

When there are competing confidentiality or security concerns, it may be proper for the Board Members to establish reasonable procedures to preserve confidentiality, but the District may not absolutely prohibit an individual Board Member from viewing records involving District business that are otherwise properly available to the Board as a governmental body. *Atty. Gen. Op. No. GA-138 (2004)*

- b. Individual Board Members, acting in their official capacity, have access to any records pertaining to District fiscal affairs, business transactions, governance, and personnel, including existing reports and internal correspondence that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See GBA]

Individual members have access to personally identifiable student records that properly may be withheld from members of the general public only in accordance with policies FL(LEGAL) and (LOCAL).

An individual Board Member is encouraged to seek access to or copies of existing records from his or her administrative liaison and shall copy Board Services on such requests. Other District employees providing access to or copies of records to individual Board Members shall inform the Superintendent of Schools or designee of the records provided, who shall then forward to all Board Members.

Individual Board Members shall not direct or require District employees to prepare reports or any information in existing District records or to create a new record compiled from information in existing District records. Directives to staff regarding the preparation of reports shall be by Board action.

If information is not readily available in any form, then it is the

responsibility of the Superintendent of Schools to respond to the requesting trustee with an estimated timeline for preparing and delivering the report. The Superintendent of Schools may provide alternative methods for the requested information if the information is not readily available in the format requested, including copies of multiple reports of existing information. If after receiving the estimated timeline the Board Member wishes to proceed, the item will be placed on the next Board agenda.

The agenda item will be titled, "Board Requests for New Reports." This agenda item is intended to include only requests for information that have been previously submitted to the Superintendent of Schools and with respect to which the Superintendent of Schools has responded would require the preparation of a new report rather than the mere forwarding or copying of existing information. This agenda item does not include new requests for information that have not been previously submitted to the Superintendent of Schools since Board Members do not need to request that the Superintendent of Schools forward or provide the Board Members with copies of existing information at a Board Meeting.

- c. The Board Members and its administrative personnel may consult with employees with respect to matters of educational policy and conditions of employment. The Superintendent of Schools or designee may adopt and make reasonable rules, regulations, and agreements to provide for such consultation, but they shall not limit or affect the power of the Board to govern and oversee the management of District schools.
- The Board Members may take action in the open portion of the same meeting to direct the Superintendent of Schools to respond to the request for information by providing it to all Board Members within an appropriate timeline.

Policy References: BAA (Legal); BBE (Legal); BBE (Local); BE (Local); DLB (Legal); GBAA (Legal)

Communicating with Board Members

- The Superintendent of Schools will formally communicate with all Board Members weekly.
- The Superintendent of Schools will communicate requested information to all Board Members in a reasonable time without unduly interfering with the regular conduct of District business. The Administration will respond within a week with an estimate of the time for completion of the request.
- The Superintendent of Schools will distribute to all Board Members any information requested by any Board Member.
- Board Members may communicate with other individual Board Members or the Superintendent of Schools for the purpose of asking clarifying questions, providing clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- Board Members who wish to share information relevant to District business or issues before the Board will relay the information to the Board President or Superintendent of Schools for placement on the Board agenda or, if appropriate, distribution to all Board Members in the weekly information packet.
- Board Members will direct their individual requests for information through the Superintendent of Schools or their designated liaison.
- Information sent to any Board Member will be distributed to all Board Members.
- In an effort to increase communication and awareness throughout the District, the Communications Division will send out email alerts to all Board Members, Board Services, Cabinet members, Assistant Superintendents and Executive Directors. "Administration & Trustee Communication Alerts" will consist of a human or environmental emergency in the District, operations issues (such as water main break, power outage, lock down, etc.), security issues, possible media story, student emergencies and so on. The subject will always include the school name for reference. Alerts should include contact information as a follow-up.
- The Board Services Office will send out "Trustee Notices" via email, to all Board Members regarding non-urgent information. If you have non-urgent information that you would like emailed to the Board Members, please contact the person overseeing the Office of Board Services at 972-925-3720.

Policy References: BBE (Local); BE (Local); BJA (Local)

Communicating with the Media & the Community

- Board Members are elected representatives of the public and have every right to express their individual views to the community or the media.
- The Board President shall be the official spokesperson for the Board to the media on issues of media attention that require a response from the Board. The Board President should make clear when he or she is speaking in the capacity as the Board President or as an individual trustee.
- The Superintendent of Schools or a designated staff member shall be the official spokesperson for the District to the media on issues of media attention that relate to District operations.
- Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, Board Members are expected to:
 - a. Listen politely and respectfully.
 - b. Refer questions about specific District activities to the appropriate staff person or spokesperson when they do not know the answers.
- The Board Members encourages community input, but will not respond to or act on the basis of anonymous calls or letters.
- Signed letters to the Board Members will be forwarded to the President or the Superintendent of Schools for inclusion in the weekly Board information packet if not of a confidential or personal nature. The Superintendent of Schools may determine that providing the communication to the Board Members might compromise their ability to be impartial in a future Board proceeding, in which case the Board Members may only be notified that a communication has been received.
- Community meetings sponsored by Board Members should be scheduled in advance through the Office of Board Services and the Office of Board Services shall communicate with the appropriate building manager/principal, Chiefs and the Superintendent of Schools, i.e. Townhall Meetings, Parent Workshops, etc.
- A Board Member retains the right to speak to anyone as an individual, but must understand that any comment will likely be interpreted by the listener as being an “official” statement of the Board.
- In speaking, the Board Member:

- a. Should clarify that he/she is speaking as an individual Board Member and not for the Board of Trustees.
- b. Should remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.

Policy References: BE (Legal); BR (Local); GB (Local); GBA (Legal); GBBA (Local); GBBA (Regulation)

Board Member Campus Visits

- Board Members are encouraged to visit any campus.
- As a courtesy to the Administration, Board Members will make every effort to notify the Board Office at least one school day in advance of visiting a campus, if the school is not already aware of your visit. The Board Office will communicate with the campus administration and the Board Member to facilitate the visit being mutually convenient and productive.
- Board Members must check in at the principal's office following campus guidelines.
- All Board Members visits are to be escorted or directed by a staff member designated by the principal.
- Board Members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
- Board Members will not assume a supervisory role with staff or students.
- Board Members will not participate in staff activities unless specifically requested to do so by a campus administrator.

This does not pertain to visits as a parent, as a spectator to school events, or other events open to the general public.

Policy References: BBE (Legal); BBE (Local); GKA (Legal); GKA (Local); GKC (Local); GKC (Regulations)

Handling Complaints of the General Public

- Members of the public may address the Board in an open meeting in accordance with the procedures outlined in Board policy BED (Local).
- The Board does not negotiate or respond to complaints, grievances or petitions. However, the Board shall stop, look and listen and will consider the complaint, grievance, or petition. [See GF (Legal) and GF (Local)]
- To the extent that the complaint is general in nature, Board Members shall respond as they deem appropriate, but shall attempt to ensure that the complainant understands the limited role of a trustee in acting on behalf of the district – that is, that trustees are a body corporate, and that much responsibility has been legally delegated to the Superintendent of Schools. [See BAA (Legal) and BAA (Local)]

Policy References: GF (Legal); GF (Local); BAA(Legal); BAA(Local);BED(Local)

Handling Employee Complaints

- Board Members are encouraged to ask the employee to follow the steps described in policy DGBA(Local).
- In the event a Board Member is involved in a complaint prior to a Board appeal, the Board Member should recuse him/herself from the Board panel hearing the issue.

Policy References: DGBA (Legal); DGBA (Local); DGBA (Regulation);

Handling Student/Parent Complaints

- Board Members are encouraged to ask the student/parent to follow the steps described in policy FNG (Local).
- In the event a Board Member is involved in a complaint prior to a Board appeal, the Board Member should recuse him/herself from the Board panel hearing the issue.

Policy References: FNG (Legal); FNG (Local)

Specific Complaints

Complaints regarding certain topics are addressed by specific policies or other documents may be found in Board Policy FNG (Local).

Below is a partial list of policies regarding specific complaint topics:

- Title IX complaints. Discrimination on the basis of gender. [See FB]
- Racial, ethnic, religious, gender, or sexual orientation, gender identity, gender expression, harassment of a student, employee, or any person. [See FFH]
- Suspected child abuse or neglect. [See FFG]
- Loss of credit on the basis of attendance. [See FEC]
- Removal of a student to a disciplinary alternative education program. [See FOC]
- Expulsion of a student. [See FOD and the Student Code of Conduct]
- Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504. [See FB]
- Identification, evaluation, educational placement, or discipline of a student with a disability within the scope of IDEA. [See EHBAE, FOE and the parents' rights handbook provided to parents of all students referred to special education]
- Instructional materials. [See EFA]
- On-campus distribution of nonschool materials to students. [See FNAA]
- Complaints against District peace officers. [See CKE]
- Complaints regarding implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. [See FNG, FFA and FFH]
- Objections to Standardized Dress. [See FNCA]

Unless otherwise provided by a policy or regulations cross-referenced in the above list, students or parents are entitled to informal conferences with administrators to resolve their complaints.

Policy Reference: FNG (Legal); FNG (Local)

Concerns about the Performance of Employees Other Than the Superintendent of Schools

- When a Board Member becomes concerned about the performance of District employees he/she must bring his/her concerns directly to the Superintendent of Schools and inform the Board President. Such concerns may include but are not limited to:
 - a. Actions which are illegal
 - b. Violations of Board Policy
 - c. Actions which are harmful to the District's or Board's reputation
 - d. Issues of safety
- Board Members must remain cognizant that District personnel are the responsibility of the Superintendent of Schools, not the Board Members.
- The Superintendent of Schools is obligated to listen to such concerns, review the matter and notify the Board Members of the resolution of the matter to the extent allowed by policy and law.

Policy References: DGBA (Local); DH (Local); DH (Regulation); DI (Local); DI (Regulation); DN (Local)

Briefing/Monthly Meeting Preparation and Participation

- Board Briefings are scheduled on the second Thursday of each month at 11:30 a.m. Board Meetings are scheduled on the fourth Thursday of each month at 6:00 p.m., unless circumstances make the days unavailable.
- The main purpose of the Board Briefing is to allow each Board Member an opportunity to express ideas and concerns about specific agenda items in order to include as many items as possible in the consent agenda at the Monthly Board Meeting.
- Agendas are created by the Superintendent of Schools and Board President prior to being presented to the Board Members.
- The deadline for Trustees submitting proposed agenda items to the Office of Board Services for inclusion on an upcoming agenda is 12 p.m. of the 17th calendar day before the Board Briefing.
- The deadline for submitting a proposed policy to the Policy Administrator is 12 p.m. of the 17th calendar day before the Board Briefing. Items submitted in a given month are for discussion only and may be acted upon in a subsequent month.
- Any new agenda titles and/or revisions to an existing agenda title and supporting materials submitted after 5:00 p.m. of the 7th calendar day before the Board Briefing will require a written waiver signed by the Superintendent of Schools and approval from the Board President.
- The Board President may use alternative methods to approve the waiver by contacting the administrator overseeing the Office of Board Services. Contact may be made by but not limited to telephone or email.
- No changes to the agenda will be allowed after 9:00 a.m. on the 3rd calendar day before the Board Briefing. No changes to the agenda will be allowed after 2 p.m. on the 3rd calendar day before the Monthly Board Meeting.
- No item can be placed on any agenda less than 72 hours in advance of the meeting, unless an emergency or urgent public necessity exists. Trustees are asked to be mindful of the administrative steps required to add an item to an agenda and the statutory posting requirements.
- Any Agenda item added to the agenda after the original posting shall be done so in accordance with state laws.
- Agenda packets and supporting materials will be electronically posted and (generally) delivered six calendar days before the meeting and no less than 72 hours in advance of the meeting. As updates are made they should be posted to the BoardDocs agenda afterwards, including items after the meeting has begun.

- The Superintendent of Schools will ensure that all necessary information is supplied to each Board Member to allow for informed discussion.
- Items not available when the agenda is electronically posted and delivered will be included in the weekly information packet for the week immediately prior to any meeting.
- Board Members will read and study all materials made available in advance of the meeting.
- The administration will make all available efforts to get clarifying information posted to the Tracker and delivered to the requesting Trustee, provided a written question was properly submitted for the item no later than five business days before the Monthly Board Meeting. Board Members should make reasonable efforts to submit items of concern to the administration no later than 5:00 p.m. on the Tuesday before the Monthly Board Meeting. All items shall be on the regular consent agenda unless an item has been pulled for separate vote.
- Board Members who have questions about an item on the agenda shall submit those questions in writing to their Board Assistant. The person overseeing the Office of Board Services will ensure the questions and supporting answers for each agenda item are posted to the agenda, as soon as possible.
- To the extent that Trustees do not receive satisfactory answers to their questions, items can be pulled from the consent agenda for separate vote under the following conditions:
 - a) A written question was properly submitted for the item no later than five business days before the Monthly Board Meeting, and two Trustees request the item be pulled for separate consideration by 5:00 p.m. on the Tuesday before the Monthly Board Meeting;
 - b) A written question was properly submitted for the item no later than five business days before the Monthly Board Meeting, and a written amendment proposal was submitted to Board Services by 5:00 p.m. on the Tuesday before the Monthly Board Meeting;
 - c) A Trustee reports a conflict of interest relating to an item at any time prior to the meeting; or
 - d) Any Trustee requests the item be pulled for separate consideration by 5:00 p.m. on the Tuesday before the Monthly Board Briefing for the sole purpose of voting against the item. Items pulled for separate consideration in this manner shall not be subject to debate during the Monthly Board Meeting.
- Discussion is not allowed on consent agenda items at the Board Meeting. Each Board Member shall be responsible for communicating his or her concern to the Board President regarding items on the consent agenda.
- A Board Member who does not attend a particular Briefing will receive a copy of all materials distributed at the meeting.

- The president may limit time of debate by individual members to allow each member an opportunity to speak. If time is limited, the president will ensure that each individual receives equal time to speak. The Board President in consultation with the Superintendent of Schools may set the time parameters for any topic on the agenda.
- Board Services staff will track and display session speaking time elapsed during all meetings.

Policy References: BE (Legal); BE (Local)

Board Members Placing Items on the Board Agenda

Board Members must request that an item be placed on the Agenda 17 calendar days in advance of the meeting unless delay in acting or discussing an added agenda item could seriously affect the operations of the District. [See Briefing/Monthly Board Meeting Preparation and Participation section for more details.]

The Board President can call a special meeting at the President's discretion or at the formal request of three Trustees.

- Three Board Members may request that a subject be included on the agenda for a meeting. That request shall be forwarded to the Superintendent of Schools or the Board President 17 calendar days before the Board Briefing Meeting.
 - a. The Board President will consult with the Superintendent of Schools to determine whether it is appropriate, depending on the nature and urgency of the item or issue, to move it forward for a vote at the next regular Board meeting or to have the item turned over to the administration to review and bring recommendations back to the Board for consideration at a subsequent meeting.
 - b. In any event, the item will be placed on the agenda for deliberation no later than 60 days after presentment.
 - c. No item can be placed on the Agenda less than 72 hours in advance of the meeting, unless an emergency or urgent public necessity exists.
- Any Agenda item added to the agenda after the original posting shall be done so in accordance with state laws.
- Items submitted for Closed/Executive Session must be in compliance with the Texas Open Meetings requirements.
- Items may be removed from the agenda once published upon the recommendation of the Board President or the Superintendent of Schools. However, neither the Superintendent of Schools nor the Board President shall have the authority to remove from the agenda any item that has been requested by three or more Board Members if 60 calendar days would have elapsed since the initial request was made.
- Board Members who have questions about a particular Board Briefing Agenda item will follow the operating procedures outlined in the "Briefing/Monthly Board Meeting Preparation and Participation" section of this guide.

Policy References: BAA (Legal); BE (Local); BE (Legal)

School Board Recognitions

During each monthly meeting of the Board of Trustees, time is allotted for recognition of students, staff, business partners, and schools that bring honor to the Dallas ISD and further its mission to improve the quality of education.

Award criteria and scheduling guidelines are listed below. Trustees wishing to have a group or individual achievement considered for Board Recognition should contact their Board Assistant.

Student, Staff, and School Recognition

Achievement Criteria

- The achievement being recognized must represent a state or national level accomplishment. Honorees must have placed first at the state or national level. Second, third, honorable mention, etc. categories are not applicable. Dallas ISD competitions and honors will not be considered for Board recognition.
- Generally scholarship award winners are not recognized, however, the following scholarship winners, to be recognized, may include but are not limited to the Gates Millennium and National Merit scholarship winners.
- The terminal or ultimate level of competition must be completed before a recognition can be scheduled. For example, before a state winner can be recognized, national competition must be completed.

Business Partner Recognition

Achievement Criteria *(at least four of the six criteria must be met)*

- Contributes more than \$50,000 in cash, in-kind, or in staff services in a one-time or multiple-year donation.
- Provides leadership on districtwide boards and committees for the duration of a set term.
- Partners with a local school or cluster of schools.
- Provides staff volunteer time to assist with districtwide projects and activities.
- Provides additional resources to support school district needs.
- Partners with a school or the district for five or more years.

Volunteer Recognition

Achievement Criteria (at least three of the five criteria must be met or honoree must be nominated by a member of the Board of Trustees)

- Volunteered a minimum of 250 hours
- Is a registered and approved volunteer for the current school year
- Volunteered a minimum of three years
- Demonstrated a significant impact on student achievement, classroom culture, and/or school environment
- Recommended by a minimum of two campuses and/or community members

Public Participation in Meetings

The Board Meeting is held in public to facilitate public understanding, not for the purpose of public participation.

- District patrons may address the Board at the designated time in accordance with board policy BED (Local) or if called on by the President to provide clarification of an issue on the agenda.
- The Board Members shall listen to the public comments, but may not take action related to the comments made during the Public Forum portion of the agenda.
- The Board President will be the designated spokesperson for the Board should any response to the speaker be required. The President may:
 - a. Make a statement of specific factual information in response to the speaker, including reference to board policy, if applicable.
 - b. Ask the Superintendent of Schools to make a statement of specific factual information in response to the speaker, including a reference to policy, if applicable.
- The President will limit speakers to three (3) minutes each pursuant to BED (Local).

Policy References: BE (Legal); BE (Local); BED (Legal); BED (Local)

Closed/Executive Session

- Board Members will not disclose confidential information that is discussed in closed meetings regarding personnel, students, certain real estate issues, security devices, or other subjects protected by law.
- Board Members may confirm that the Board discussed a particular topic during closed session if that topic was listed on the agenda and the presiding officer announced the Board would discuss it in closed session as allowed by law.
- Board Members may state that the Board is restricted both by law and its Code of Ethics from disclosing any such information, including information about medical situations, student records, personal identification data, evaluations, investigations, and performance plans or sanctions.
- The Board is required to keep a certified agenda of the proceedings of each closed meeting except for private consultations with the District's attorney as permitted under section 551.071 (Tex. Gov't Code 551.103(a)). The certified agenda will include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the Board President at the beginning and end of the closed meeting indicating the date and time. The Board President shall attest that the certified agenda is a true and correct record of the proceedings.
- No Board Member shall without lawful authority disclose to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public. *Gov't Code 551.146*
- A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. *Gov't Code 551.102*

Policy References: BE (Legal); BE (Local); BEC (Legal); BEC (Local); DGBA (Legal); GF (Legal); GF (Local)

Public Information Program Access to Public Information

In accordance with Board Policy GBA (Local), the District shall operate a Web site designated "DALLAS ISD PUBLIC INFORMATION PORTAL."

The purpose of this policy is to provide transparency through an electronic central depository for the public to access frequently requested and available District Information and documentation. The information and documentation shall be maintained in accordance with the state records retention schedule.

The following categories of information, except as otherwise restricted by state and federal law, shall be posted in electronic format without the necessity of a public information request under the following heading:

1. DALLAS ISD:

- a. District check ledger.
- b. District budget and all updates.
- c. Board Member voting record.
- d. Campus budget and all updates.
- e. District administrator spending reports.
- f. Employee work contact information.
- g. Vendor conflict of interest forms (relationships with employees and Board Members).
- h. Disclosure of vendors on Dallas ISD committees.
- i. FAQs.
- j. Superintendent of Schools contract and all amendments.
- k. Vendor list.
- l. Student enrollment by grade level, ethnicity, and gender for ten years.
- m. Bond expenditures.
 1. Maps of property purchased for new construction, and
 2. Environmental impact statements for such property and remediation reports of the same.

n. Student demographics.

2. BOARD OF TRUSTEES:

a. Board Member conflict of Interest form.

b. Board Member spending

c. Board Member campaign finance reports.

d. Trustee Board Update and briefing questions to the administration and answers thereto..

e. Board Member-sponsored event calendar (for exclusions see BBBB (Legal)).

f. Board Member state compliance certificates

g. Meeting agendas.

h. Meeting minutes.

i. Reports presented to the Board.

j. Board briefings, committee meetings, and Board meetings held in the Central Administration Building, which shall be televised and Web cast.

k. FAQ's.

Policy References: GBA (LEGAL); GBA (LOCAL)

Required Internet Postings

Required Internet Postings

Information to be Posted	Authority	Notes
Proposed Local Innovation Plan	Tex. Educ. Code§ 12A.005	Must be available on the district's website for at least 30 days before a board may vote to adopt it.
Employment Policies	Tex. Educ. Code § 21.204(d)	
Group Health Coverage Plan & Comparability Report	Tex. Educ. Code§ 22.004(d)	Required for a district that does not participate in the uniform group health insurance program (TRS-ActiveCare).
Statements Regarding: <ul style="list-style-type: none"> • student physical activity policies; • the number school health advisory committee meetings during the preceding year; • policies to ensure compliance with vending machine and food service guidelines; • policies and procedures to penalize the use of e-cigarettes and tobacco products on school campuses or at school activities; and • the right of parents to request their child's physical fitness assessment results. 	Tex. Educ. Code § 28.004(k)	
Information from TEA Explaining Advantages of the Distinguished Level of Achievement and each Endorsement	Tex. Educ. Code§ 28.02121	Must be available to students in grades 9 and above and parents or guardians in the language in which they are most proficient if at least 20 students in a grade level primarily speak that language.
Transition and Employment Guide for Students in Special Education and their Parents	Tex. Educ. Code § 29.0112	

Required Internet Postings

Information to be Posted	Authority	Notes
Administration Dates for PSAT/NMSQT and College Advanced Placement Tests with Procedures for Home-schooled Students to Register	Tex. Educ. Code§ 29.916	
Information Regarding Local Programs and Services Available to Assist Homeless Students	Tex. Educ. Code § 33.906	Does not apply to a school within a district that has enrollment of less than 3,000 students and is primarily located in a county with a population of less than 50,000.
Procedure for Reporting Bullying	Tex. Educ. Code§ 37.0832(e)	Required to the extent practicable.
Required and Recommended Immunizations, Health Clinics that offer the Influenza Vaccine, and a link to the Department State Health Services Website that contains information on Immunization Exemptions	Tex. Educ. Code§ 38.019	Must be prominent and in English and Spanish
Targeted Improvement Plan	Tex. Educ. Code§ 39.106(e-1)(2)	Must be posted after a plan is submitted to a board of trustees and before the board hearing on the plan.
Campus Report Card District Performance Report District Accreditation Status & Performance Rating	Tex. Educ. Code§ 39.362	Must be posted not later than the 10th day after the first day of instruction each year, and must include a definition and explanation of each accreditation status.
Summary of Proposed Budget	Tex. Educ. Code§ 44.0041	Must be posted concurrently with publication of notice of the budget.
Adopted Budget	Tex. Educ. Code§ 44.0051	Must be maintained until the third anniversary of the date it was adopted.
Election Notice	Tex. Elec. Code§ 85.007(d)	

Required Internet Postings

Information to be Posted	Authority	Notes
<p>Campaign Finance Report Required by Texas Election Code Chapter 254</p>	<p>Tex. Elec. Code § 254.04011</p>	<p>Required for a district located wholly or partly in a municipality with a population of more than 500,000 and with a student enrollment of more than 15,000. Must be available not later than the 5th business day after the report is filed with the district.</p>
<p>Annual Report of Certain Financial Information</p>	<p>Tex. Loc. Gov't Code § 140.008</p>	<p>Must be posted continuously until the district posts the next annual report; as an alternative to posting the annual report, district may post a link to the Comptroller's Website where the district's financial information may be viewed.</p>
<p>Contact Information for the District's Main Office, including Physical Address, Mailing Address, Main Telephone Number, and an E-Mail Address</p>	<p>Tex. Loc. Gov't Code § 140.008(f)(2)</p>	
<p>Conflicts Disclosure Statements and Questionnaires</p>	<p>Tex. Loc. Gov't Code § 176.009</p>	
<p>Notice of Board Meeting</p>	<p>Tex. Gov't Code § 551.056</p>	<p>Must also post the agenda if the district contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more.</p> <p>Posting notice on a district's website is an alternative to providing notice to a county clerk under Texas Government Code section 551.053(a)(3) for districts extending into four or more counties.</p>

Required Internet Postings

Information to be Posted	Authority	Notes
Archived Video & Audio Recording of Board Meetings	Tex. Gov't Code§ 551.128(b-1)	Required for a district with a student enrollment of 10,000.
Specific Information pertaining to Proposed Capital Appreciation Bonds	Tex. Gov't Code§ 1201.0245	
Electricity, Water, and Natural Gas Usage and Costs	Tex. Gov't Code § 2265.001(b)	
Statement regarding Proposed Maintenance and Operations Tax Rate	Tex. Tax Code§ 26.05(b)	Posted on district's homepage if the district proposes to increase taxes to fund maintenance and operations expenditures.
Texas Academic Performance Report	19 Tex. Admin. Code§ 61.1022(f)	
Locally Determined Performance Ratings and Compliance Status for the District and Each Campus	19 Tex. Admin. Code§ 61.1023(h)	Not later than August 8 of each year
Notice of Accredited-Warned, Accredited-Probation, or Not Accredited-Revoked Status	19 Tex. Admin. Code§ 97.1055(f)(3)(a)	Must appear on district's homepage not later than 30 calendar days after accreditation status is assigned and remain until the district is assigned the Accredited status.
Annual Federal Report Card	20 U.S.C. § 6311(h)(2)(B)(iii)(I)	
Information on each Assessment Required by the State to Comply with 20 U.S.C. §6311, Other Assessments Required by the State, and Assessments Required District-Wide	20 U.S.C. § 6312(e)(2)(B)	Required of a district that receives funds under Title 1, Part A. Must be posted on the district website and the website of each campus for each grade served.