



## **BOARD OF TRUSTEES OPERATING PROCEDURES**

*The Willis Independent School District Board Operating Procedures guide the Board and the Superintendent in the operation of this "Team of Eight" so it may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the Willis Independent School District. The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district.*

### **Willis ISD Core Beliefs and Core Commitments**

We believe every child counts; every child learns. We will provide the opportunity for a successful future by teaching every child to think.

We believe the education of all children is the responsibility of the family, school district, and community. We will communicate, encourage, be responsive to, and seek input and participation from students, their families, staff, and the community.

We believe each employee is valuable and has a profound impact on student learning. We will invest in highly qualified human talent, engage them in teamwork and learning communities and provide focused training to ensure they will be active contributors to academic achievement and student success. We will treat each employee with fairness, empower each employee to focus on high performance and hold each employee accountable for results that contribute to student achievement and success.

We believe the equitable allocation of resources ensures that each student will have the opportunity to become productive citizens. We will operate effectively and efficiently within the limits of local, state, and federal budget constraints with fiscal accountability.

We believe all students learn best in a safe, supportive, and secure environment. We will ensure that the learning and work environments are safe and nurturing so that each student and staff member will achieve high levels of performance.

### **Mission Statement**

The mission of the Willis Independent School District is to function as One Team, One Purpose, as we develop in each student the knowledge, skills and behaviors essential for lifelong learning and for productive, responsible citizenship.

## Basic Board Roles

### Positive Direction

Ensure the District is Moving Forward in a Positive Direction. *Education Code 11.151(b)*

### Superintendent

Hire / Fire / Evaluate

### Finance

Adopting a Budget / Setting the Tax Rate / Hiring an Outside Auditor

### Adopt Policy

Willis ISD is guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents. The Texas Association of School Boards (TASB) Board Policy Service recommends local policy updates for the Board's consideration.

### Policy Development

- Policies and policy amendments may be initiated by the Superintendent, Board Members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent. *BF(LOCAL)*
- Policies are the framework for the operation of the District.
- Board adopts local policies. *(The What)*
- Superintendent administers policies and administrative regulations. *(The How)*
- Legal Policies: Legally referenced policies reflect current law and are updated by TASB as laws change. The Board does not adopt legal policies.
- Local Policies: Local policies are directives from the Board to the school district. Each District adopts, updates, and readopts local policies as needed. Local policy can include everything from student attendance to the use of school facilities.

## Board Meetings

### Schedules

- Regular meetings of the Willis ISD Board of Trustees are generally held on the second Wednesday of each month at 5:30 p.m.
- When necessary and for the convenience of Board members, the Board President may change the date or time of a regular meeting with proper notice. The notice for that meeting shall reflect the changed date or time.
- All regular, special, or call meetings of the Board are open to the public. *BE (LEGAL); (LOCAL)*

## **Quorums**

"Quorum" means a majority of the members fixed by statute. *See BE (LEGAL) for disaster exceptions.*

- Willis ISD quorum is defined as four or more Board members.
- The definition of a "meeting" is a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. Any time a quorum of Board members is gathered and deliberating school business, it is regarded as a meeting.
- The term "meeting" does not include the gathering of a quorum of the Board at a social function unrelated to public business that is conducted by the Board or the attendance by a quorum of the Board at a regional, state, or national convention or workshop if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event or press conference, or the attendance by a quorum of a board at a candidate forum, appearance, or debate to inform the electorate, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, press conference, forum, appearance, or debate. *Gov't Code 551.001(4) BE (LEGAL)*

## **Developing Board Meeting Agendas (BE Local)**

- In consultation with the Board President, the Superintendent shall prepare all meeting agendas.
- Any Board Member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agendas of the meeting all topics that a Board member submits in a timely manner.
- Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board Members have requested are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
- The Board President shall only have authority to remove from the agenda a subject requested by a Board member with that Board member's specific authorization.  
*BE (LOCAL)*

## **Consent Agenda**

- A consent agenda shall include routine and/or recurring items grouped under one action item. The Board will be given background material for each item listed as part of a consent agenda.
- All such items shall be acted upon by one vote without separate discussion unless a Board Member requests that an item be withdrawn for individual consideration.
- The remaining items shall be adopted under a single motion and vote. *BE (LOCAL)*

## **Posting Board Meeting Agendas**

- At least 72 hours before a regular or special meeting.
- At least 1 hour before an emergency meeting.

## **Minutes**

- The Administrative Assistant shall carefully record board action to the Superintendent, and when approved, these minutes shall serve as the legal record of official Board actions.
- The written minutes of all meetings shall be approved by a vote of the Board and signed by the Board President and the Board Secretary.
- The administrative assistant will file the minutes in the office of the Superintendent and make them available for examination during regular office hours.

## **Procedures**

- The order of business for regular Board meetings shall be as set out in the agenda accompanying the meeting notice.
- At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board Members.
- The Board does have the ability to adjust the agenda or table items, but the Board cannot add or discuss topics that are not on an agenda posted prior to the meeting *BE (LOCAL)*.
- 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 *BE (LOCAL)*.
- Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President 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 limitation for discussing an item and that time limit has expired. Aside from these limitations, the Board President shall refrain from interfering with the debate so long as members wish to address themselves to an item under consideration.

## **Voting**

- All Board members are expected to vote on all action items, except when there is a legal conflict of interest or a conflict that would impair the Board Member's judgment, violating board member ethics.
- Voting shall be by voice or show of hands as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request [*See BDAA (LOCAL) for the Board President's voting rights*].
- Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each other. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.

### **Public Participation - BED (Local)**

- *Audience Participation* - at a Board Meeting is limited to the portion designated to receive public comment per this policy. At all other times during a Board Meeting, the audience shall not enter into discussion or debate on matters being considered by the Board unless requested by the presiding officer.
- *Regular Board Meetings* - The Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.
- *Special Board Meetings* - Public comment shall be limited to items on the agenda posted with notice of the meeting.
- *Procedures* - Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.
- *Public comment* shall occur at the beginning of the meeting.
- Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed three minutes per meeting.
- *Meeting Management* - When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing an expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, every individual shall have at least one minute to comment.
- *Board's Response* - Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
- *Complaint and Concerns* - The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution: *Employee Complaints: DGBA; Student or Parent Complaints: FNG; Public Complaints: GF*
- *Disruption* - The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

### **Closed Session**

- *Procedures for Closed Session* - If a closed session is allowed, a Board shall not conduct the closed session unless a quorum of the Board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed session will be held and has identified the section or sections of

the Open Meetings Act or other applicable law under which the closed session is held. *Gov't Code 551.101 BEC (LEGAL)*.

- The Board can only discuss those items listed on the agenda and permitted by law in closed sessions.
- The Board may conduct a closed session for the purposes described in the following provisions: [*See BEC (LEGAL), Texas Gov. Code 551*]
  - o Attorney Consultation
  - o Real Property
  - o Prospective Gifts/Donations
  - o Personnel Matters
  - o Employee –Employee Complaints
  - o Student Discipline (unless parent requests open hearing)
  - o Personally Identifiable Student Information
  - o Security
  - o Assessment Instruments
  - o Emergency Management
  - o Economic Development Negotiations
  - o Medical or Psychiatric Records (if Board administers a public insurance, health or retirement plan)

#### **Vote**

- 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 [See BE]*.
- No one in attendance at a closed session will disclose the certified agenda, the tape recording or any aspect of the discussion that has taken place during that closed session, by penalty of law. Information received during closed sessions must remain strictly confidential.

#### **Certified Agenda or Recording**

- A Board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with a district's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time *Gov't Code 551.103*.
- "Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed *Gov't Code 551.001(7)*.
- Closed sessions may not be recorded by an individual trustee against the wishes of a majority of a Board. *Zamora v. Edgewood Indep. Sch. Dist., 592 S.W.2d 649 (Tex. App.— San Antonio, 1979, writ ref'd n.r.e.)*

- A Board shall preserve the certified agenda or recording of a closed session for at least two years after the meeting date. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or recording while the action is pending. *Gov't Code 551.104(a)*
- A certified agenda or recording of a closed session is available for public inspection and copying only under a court order issued due to litigation involving an alleged violation of the Open Meetings Act. *Gov't Code 551.104(b), (c)*

## **Electing Board Officers - BDAA (LOCAL)**

### **Selection of Offices**

At the first meeting after each election and qualification of trustees, the members shall organize by selecting:

- A President, who shall be a member of the Board.
- A Vice-President.
- A Secretary, who shall be a member of the Board. (The Board may assign district employees to provide clerical assistance to the Board.)
- Officers shall be elected by majority vote of the members present and voting.

*Term and Duties* - Board Officers shall serve for two years 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 action of the Board.

*Board President* - In addition to the duties required by law, the President of the Board shall:

- Preside at all meetings of the Board unless unable to attend.
- Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- Call special meetings of the Board. (*See BE*)
- Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board Policy.
- Decide all questions of order in accordance with Robert's Rules of Order, Newly Revised, as modified by Board Policy.
- Perform all customary office duties and other duties as required by law or the Board.

*Vice President* - The Vice-President of the Board 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.
- Become President only upon being elected to the position.

*Secretary* - The Secretary of the Board shall:

- Ensure that an accurate record is kept of the proceedings of each Board Meeting.
- Ensure that notices of Board Meetings are posted and sent as required by law.
- In the absence of the President and Vice President, call the meeting to order and act as presiding officer.

- Sign or countersign documents as directed by the action of the Board.

## **Local Board of Trustees**

Willis ISD has a seven-member Board of Trustees that are elected positions. The Board's primary functions are goal-setting and policymaking. It is the administration's responsibility to implement policy and be accountable to the Board. The Board is responsible for selecting and appointing the Superintendent of Schools and approving the annual budget.

*Qualifications* - In accordance with the provisions of the Texas Education Code, a person may not be elected trustee of the Willis Independent School District unless the person is:

- a qualified voter at the time of the election.
- An individual seeking election as a member of the Board of Trustees must have been a resident of the state for 12 months, and
- a resident of the District for six months before the last date the candidate could file to be listed on the ballot. *BBA(LEGAL)*

### **Terms *BBB (LOCAL)***

*Terms and Election Schedule* - Board Members shall be elected for four-year terms, with elections conducted biennially, as follows:

- Positions 1, 3, 4, and 5: The election for positions 1, 3, 4, and 5 shall be held in 2018, 2022, 2026, and in four-year intervals thereafter.
- Positions 2, 6, and 7: The election for positions 2, 6, and 7 shall be held in 2020, 2024, 2028, and in four-year intervals thereafter.
- To be elected, a candidate must receive more votes than any other candidate for the position.

### **Powers and Duties**

The Board must act as a body. A District is governed by a Board of Trustees who, as a corporate body, shall oversee the management of the District and ensure that the Superintendent implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of district operations. *Election Code 11.051(a) BAA (LEGAL)*

### **Mandatory Powers and Duties *BAA (LEGAL)***

*A Board shall –*

- Seek to establish working relationships with other public entities to effectively use community resources and serve the needs of public school students in the community.
- Adopt a vision statement and comprehensive goals for the District and the Superintendent, and monitor progress toward those goals.
- Establish performance goals for the District concerning the academic and fiscal performance indicators.
- Provide oversight regarding student academic achievement and strategic leadership for maximizing student performance.

- Ensure that the Superintendent is accountable for achieving performance results, recognizes performance accomplishments, and acts as necessary to meet performance goals.
- Collaborate with the Superintendent.
- Adopt a policy to establish a district- and campus-level planning and decision-making process.
- Publish an annual educational performance report.
- Adopt an annual budget for the District.
- Adopt a tax rate each fiscal year.
- Monitor district finances to ensure that the Superintendent maintains the District's financial procedures and records.
- Ensure that district fiscal accounts are audited annually.
- Publish an end-of-year financial report for distribution to the community.
- Conduct elections as required by law.
- By rule, adopt a process through which district personnel, students, or the parents or guardians of a student and members of the public may obtain a hearing from the district administrators and the Board regarding a complaint.
- 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.
- Adopt a policy providing for the employment and duties of district personnel.
- Limit redundant requests for information and the number and length of written reports a classroom teacher must prepare. The Board shall review paperwork requirements imposed on classroom teachers and transfer to existing non-instructional staff a reporting task that that staff can reasonably accomplish.
- Adopt a cybersecurity policy.
- Adopt early childhood literacy and mathematics proficiency plans.
- Adopt college, career, and military readiness plans.
- Conduct an efficiency audit before seeking voter approval to adopt a tax rate for the maintenance and operations of the District at an election held for that purpose.
- Carry out other powers and duties as provided by the Education Code or other law.

### **Hiring Authority**

*Regarding hiring personnel, the following shall apply:*

- A Board employs and evaluates the Superintendent.
- The Superintendent has sole authority to make recommendations to the Board regarding selecting contractual personnel; however, from June 1 to August 31, the Board delegates to the Superintendent the authority to hire all contractual personnel.
- The Superintendent shall inform the Board of any persons hired under this authority.
- The Board retains final authority for the employment of contractual personnel. *[See DCA, DCB, DCC, and DCE as appropriate]*
- The Board delegates to the Superintendent final authority to employ and dismiss non-contractual employees on an at-will basis. *[See DCD]*

### **Residence BBC (Legal)**

In the Election Code, "residence" means domicile, that is, one's home and fixed place of habitation to which one intends to return after any temporary absence.

- A person may not establish a residence to influence the outcome of a particular election.
- A person does not lose the person's residence by leaving to go to another place for temporary purposes only.
- A person does not acquire a residence in a place to which the person has come for temporary purposes only and without the intention of making that place the person's home.
- A person may not establish a residence at any place the person has not inhabited.
- A person may not designate a previous residence as a home and fixed place of habitation unless the person inhabits the place at the time of designation and intends to remain. *TEC 1.015. BBA(LEGAL)*
- A person elected to serve as a member of the Willis ISD Board of Trustees must remain a resident of the District throughout his/her term of office. A Board Member who ceases to reside in the District vacates his/her office. BBC (LEGAL)

### **Resignations BBC (Legal)**

- To be effective, a Board Member's resignation must be in writing and signed by the Board Member and delivered to the Board's presiding officer.
- The Board may not refuse to accept a resignation. *(Election Code 201.001)*
- If a Board Member submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the Board or on the eighth day after the date of its receipt by the Board, whichever is earlier. *Election Code 201.023 BBC(LEGAL)*
- All public officers shall continue to perform their offices' duties until their successors are duly qualified (i.e., sworn in).
- Until the vacancy created by a Board Member's resignation is filled by a successor, the Board Member continues to serve and have the duties and powers of office and continues to be subject to the nepotism provisions.
- A holdover Board Member may not vote on the appointment of his or her successor. *Tex. Const., Art. XVI, Sec. 17; Atty. Gen. Ops. JM-636 (1987), O-6259 (1945)*

### **Vacancies BBC (LEGAL)**

If a vacancy occurs on the Board, the remaining Board Members may fill the vacancy by appointment until the next trustee election or may order a special election to fill the vacancy. If more than one year remains in the term of the position vacated, the vacancy shall be filled not later than the 180th day after the date the vacancy occurs. *Education Code 11.060*

### **Former Board Member Employment**

- A trustee may not accept employment with the District until the first anniversary of the date the trustee's membership on a board ended. *Education Code 11.063*

**Removal from Office BBC (LEGAL)** - Board Members may be removed from office for:

- Incompetency, which means gross ignorance of official duties; gross carelessness in the discharge of those duties; or unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.
- Official misconduct, which means intentional, unlawful behavior relating to official duties by a Board member entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of a Board member to perform a duty imposed on the Board member by law.
- Intoxication on or off duty caused by drinking an alcoholic beverage, but not if it was caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician;
- Conviction of a Board Member by a jury for any felony or for misdemeanor official misconduct. The conviction of a public officer by a petit jury for any felony or for a misdemeanor involving official misconduct operates as an immediate removal from office of that officer.
- A Board Member who is convicted of a purchasing offense [see CH(LEGAL), IMPERMISSIBLE PRACTICES] is considered to have committed official misconduct and is subject to removal under Local Government Code Chapter 87. *Education Code 44.032*

**Communications**

- Board Members' roles are limited to duly called meetings, and they cannot speak officially outside the board room.
- Every effort will be made by the "Team of Eight" to communicate effectively with each other so that decisions will be based on the best information and facts available.
- Board Members will inform the Superintendent of critical issues as they become aware.
- The Board will communicate with the community through public hearings, regular Board Meetings, and publications.
- The Superintendent will communicate with all Board Members through an agreed-upon method (i.e., by telephone or individual e-mail).
- The Superintendent will be available to confer with the Board Members to discuss district issues on an as-needed basis, communicating critical information to all Board Members on a timely basis.
- Communication between Board Members: For the purpose of this document, "communications" includes electronic communications, including email correspondence and text messaging.
- Board Members are free to communicate with each other on a one-to-one basis. To avoid public speculation that the Open Meetings Act has been violated, Board Members must exercise extreme caution at social functions and avoid gathering in groups of more than two Board Members and avoid any discussion of board business.
- Unless a committee meeting has been posted according to the Open Meetings Act, Board Members that are not serving on the committee are not to attend the committee meeting.
- Communications should not be sent from one Board Member to more than two other Board Members, even if no reply is requested, expected, or received.

- Board Members who have received messages should not forward them if the result is that a quorum of Board Members will receive the message.
- If a Board Member wishes to provide information to the entire Board, the information should first be submitted to the Superintendent, who will provide the information to all Board Members.
- A member or group of members of a governmental body commits an offense if they meet in numbers less than a quorum for the purpose of secret deliberations intended to circumvent Texas Government Code Chapter 551.

## **Individual Board Members**

### **Ethics** *BBF(LOCAL)*

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 in Attitude*

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to other's ideas.

#### *Trustworthiness in Stewardship*

- I will be accountable to the public by representing district policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in district affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of district resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

#### *Honor in Conduct*

- 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 of Character*

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

#### *Commitment to Service*

- I will focus 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.

#### *Code of Conduct*

- In carrying out these ethical standards, I shall comply with the following code of conduct:
- I shall not make negative comments about another Board Member, either publicly or privately.
- I shall make a good-faith effort to understand and accommodate the views of other Board Members.
- I shall seek to inform and include all Board Members in my discussion of issues.
- I shall be consistent: what I say in public shall be what I say in private; what I say I will do is what I shall do.
- Information conveyed to me in confidence shall be held in trust by me.
- I shall be responsible for alerting another Board Member to whom I am talking if the discussion is to be confidential.
- I shall not attempt to state or otherwise represent the position of another Board Member on any issue.
- I shall come to Board Meetings prepared.
- I shall not monopolize the conversation.
- I shall not put items on the agenda to make a political statement, nor will I "play to the audience" during Board Meetings.
- I shall not embarrass another Board Member or a school employee in public.
- I reserve the right to disagree, but I shall not be disagreeable. I shall not harbor grudges from past issues or events.
- I shall treat other Board Members the way I want to be treated.
- I shall always strive to put the needs of the children above the wants of adults.

#### *Duties*

- Board Members are expected to attend and be prepared for each duly called meeting by:
- Having studied the material in the Board Packet; and
- Resolving questions before the meeting by contacting the Superintendent.
- No Board Member has authority except when the Board Meeting is in session.
- 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. *[See BDAA]*

- No Board Member can direct employees in regard to the performance of their duties. [BBE (LOCAL)]

**Complaints BBE (LOCAL)**

- If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board Member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]
- When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board Member may request that the issue be placed on the agenda subject to the agenda requirements set forth in BE (LOCAL).

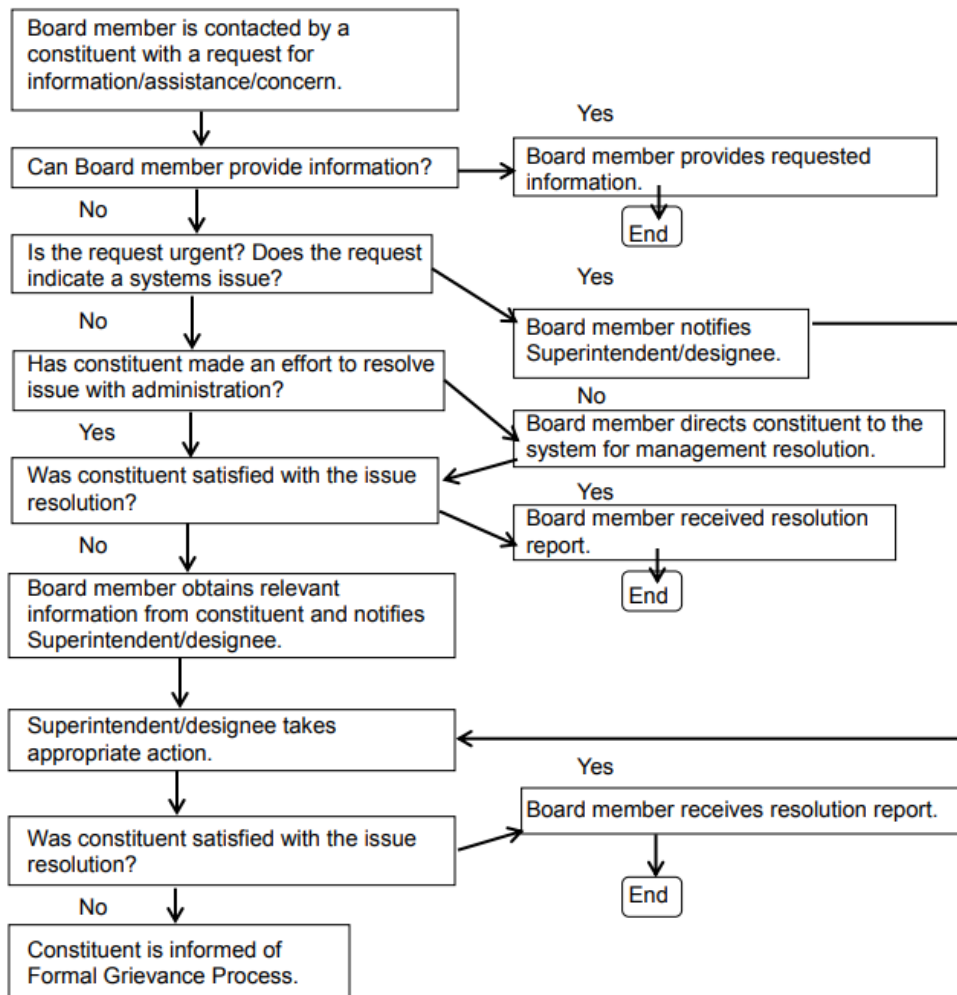
Willis ISD  
170904

BOARD MEMBERS  
AUTHORITY

BBE  
(EXHIBIT)

EXHIBIT A

CONSTITUENT SERVICE FLOW CHART



### **Complaints Summary *BBE (LOCAL)***

When a citizen complains to a Board Member, the Board Member shall:

- Remind the citizen of due process and that the Board Member must remain impartial in case the situation goes before the Board. *Check FNG (LOCAL) and GF (LOCAL)*
- Refer the citizen to the Superintendent or appropriate administrator in the chain-of-command.
- When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board Member may request that the issue be placed on the agenda.
- The Board Member should advise the Superintendent of substantive complaints within an agreed-upon timeframe.

### **Media Inquiries**

- The Board President or designee shall be the official spokesperson for the Board for media inquiries regarding actions or positions taken by the Board. The Superintendent or designee shall be the official spokesperson for the District for media inquiries regarding other District matters. All Board members who receive calls from the media should refer them to the Superintendent or the Board President, as appropriate.

### **Board Members' Visits to Campuses**

- Board Members are encouraged to attend special events on campuses to represent the Board in support of those activities.
- A Board Member shall adhere to any posted requirements for visitors to first report to the main office of a district facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or district operations. *BBE (Local) [See also GKC]*
- Board Members are not to go into a teacher's classroom or onto a school campus for the purpose of evaluation or investigation.
- Board Members should notify campus administrators of individual visits to campuses when they are not attending a scheduled activity.
- It is often difficult for staff members to view Board Members as parents rather than as Board members. When visiting a campus or classroom as parents, Board Members shall observe protocol as follows:
  - Make it clear that they are acting as parents.
  - Follow the same rules and guidelines for all parents regarding campus visits.
  - Never request nor accept extraordinary consideration for their children.
  - Attempt to set a positive example for other parents.

### **Board Members' Expense Guidelines**

- An amount for Board Member travel expenses shall be approved in the budget each year.
- A Board Member shall be reimbursed for reasonable, allowable expenses incurred in carrying out board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

## **Travel Expenses**

- Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:
- Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
- Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.
- Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
- Documentation Required - For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

## **Board Training and Evaluations - The Superintendent's Role And Duties**

### *BJA (LEGAL) and (LOCAL)*

- The Superintendent serves as the chief executive officer and educational leader for the Willis Independent School District. *BJA(LEGAL)*
- In addition to responsibilities specifically provided by law or in the Superintendent's contract, the Superintendent shall: *BJA(LOCAL)*

*Educational Leadership* - Provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals.

*District Management* - Demonstrate effective planning and management of district administration, finances, operations, and personnel.

*Board and Community Relations* - Maintain positive and professional working relationships with the Board and the community.

## **The Superintendent's Evaluation - Appraisal Process**

The Board shall appraise the Superintendent annually using either:

- The Commissioner's recommended appraisal process and criteria [*see BJCD(EXHIBIT)*], or
- An appraisal process and performance criteria that are:
- Developed by the District in consultation with the District- and Campus-Level Committees; and
- Adopted by the Board. *Education Code 21.354(c) BJCD(LEGAL)*

## **Annual Performance Report**

The information in the annual report describing the educational performance of the District [*see AIB(LEGAL)*] shall be a primary consideration of the Board in evaluating the Superintendent. *Education Code 39.307(3) (C) BJCD(LEGAL)*

### **Penalty For Non-Compliance**

Funds of the District may not be used to pay a Superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d) BJCD(LEGAL)*

### **Written Evaluation**

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting unless the Superintendent requests that the discussion be open.

### **Informal Evaluation**

The Board may, at any time, conduct and communicate oral evaluations to augment its written evaluations. *BJCD(LOCAL)*

### **Confidentiality**

A document evaluating the performance of the Superintendent is confidential. *Education Code 21.355 BJCD(LEGAL)*

### **Board Training**

- School Board Members must be aware of and receive quality training every year. Topics are in statute, specifically *Texas Education Code section 11.159 and 19 Texas Administrative Code section 61.1.*
- Board Members register for training and then provide a copy of the training certificate to the appropriate staff person at the school district office. This person is frequently the Superintendent's Administrative Assistant. He/she will be responsible for submitting training hours to the Texas Association of School Boards (TASB) each year.

### **Framework for School Board Development BBD (EXHIBIT)**

The State Board of Education has approved the Framework for School Board Development to provide the critical areas of development for all public-school boards.

- Vision and Goals
- System & Processes
- Progress and Accountability
- Advocacy and Engagement
- Synergy and Teamwork
- Requirements – Board Training Hour Annual

### **Annual**

- Cybersecurity - 1 hour
- Team Building - 3 hours
- Additional Required Elective Training - 5 hours (Up to 5 hours online; up to 1-hour using self-instructional materials)

**Biennial** (*every other year*)

- Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention)- 1 hour
- Update to the Texas Education Code - Sufficient length ~ 1–2 hours after each legislative session
- Evaluation and Improving Student Outcomes - 3 hours (By the second anniversary of the completion of previous training)
- School Safety – 2 hours

**Reporting**

- At the last Regular Board Meeting before an election of trustees, the Board President shall announce the name of each Board Member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each Board Member's election or appointment to the Board. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any Board Member under SBOE rule. The minutes of the last Regular Board Meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment. The President shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the Board, the District shall post the minutes on the District's Internet Website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. *19 TAC 61.1(j); Education Code 11.159(b)*

**Board Self-Evaluation** *BG (Legal)*

- The Commissioner of Education shall develop a board improvement and evaluation tool. The evaluation tool must be research-based and designed to assist a school district in improving board oversight and academic achievement.
- A Board may determine whether to use the self-evaluation tool, except as ordered by the Commissioner. *Education Code 11.182 [See AIC]*

**Annual Board Orientation and Reorientation**

- These Board Operating Procedures will be reviewed and updated annually at the Regular June Board Meeting.
- Each Board Member shall annually sign the current Board Operating Procedures accepting their commitment to the procedures.
- District Policy BBF (LOCAL), Board Member Ethics, will also be reviewed annually at the Regular June Board Meeting.

**Violation of Board Operating Procedures**

Infractions of Board Operating Procedures will result in the President meeting with and discussing the concern with the member and reporting to the Board after that.