WOODSBORO INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES'

OPERATING PROCEDURES

Adopted: April 22, 2024

The Woodsboro Board of Trustees adopts these Operating Procedures to guide the organizational, logistical, and role-specific activities related to the work of the Board. These Operating Procedures will be reviewed annually and may be updated as needed. If there are any questions, please refer to the Board Policy Online located on the district website www.wisd.net .

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WOODSBORO INDEPENDENT SCHOOL DISTRICT

BOARD OPERATING PROCEDURES

I. Election of Board Members

A. The Board consists of seven members elected by place, serving three-year terms, with elections held annually. The election for places 6 and 7 shall be held in 2025, 2028, and in three-year intervals thereafter. The election for places 1 and 2 shall be held in 2023, 2026, 2029, and in three-year intervals thereafter. The election for places 3, 4, and 5 shall be held in 2024, 2027, 2030, and in three-year intervals thereafter.

B. Board elections are held in alignment with uniform election dates established by the legislature and will be held on the May uniform election date. *Election Code 41.001*

C. A Board Meeting will be held no later than the 11th day after the election to canvass the election returns. Two members of the Board constitute a quorum for the purpose of canvassing the election returns. *Election Code 67.004(a)*

D. The May Board Meeting will allow new members to file the Statement of an Elected Officer, the swearing in of new Board Members, and to elect the following Board officers: President, Vice-President, and Secretary.

E. For specific policies related to Board Member Elections, see District Policy BBB (LEGAL) available online at www.wisd.net.

II. Ethics for Board Members

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

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

b. I will accord others the respect I wish for myself.

c. I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

a. I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.

b. I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.

c. I will work to ensure prudent and accountable use of District resources.

d. I will make no personal promise to take private action that may comprise my performance or my responsibilities.

Honor in Conduct

a. I will tell the truth.

b. I will share my views while working for consensus.

c. I will respect the majority decision as the decision of the Board.

d. I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

a. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.

b. I will consistently uphold all applicable laws, rules, policies, and governance procedures.

c. I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Commitment to Service

a. I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.

b. I will diligently prepare for and attend Board meetings.

c. I will avoid personal involvement in activities the Board has delegated to the Superintendent.

d. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-Centered Focus

a. I will be continuously guided by what is best for all students of the District.

III. ROLE, RESPONSIBILITY, AND AUTHORITY OF BOARD MEMBERS

A. The Board understands and adheres to laws and local policies regarding the Board's responsibility to set policy and the Superintendent's responsibility to manage the District and to direct employees in District and campus matters.

B. The Board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or District and campus administrative matters. Board members as individuals shall not exercise authority over the District, its property, or its employees. [BBE (LOCAL)] No Board member may direct any employee in regards to the performance of their duties.

C. A Board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551, at which a quorum of the Board is present and voting. Unless authorized by the Board a member of the board may not, individually, act on behalf of the Board. *Education Code 11.051(a-1)*

D. The Role, Responsibility, and Authority of Board members, including officers, is fully addressed on Governance Process and Board and Superintendent Relations.

E. Only upon the recommendation of the Superintendent, the Board hires contractual/certified personnel. The Superintendent may accept resignations. Sanctions for the abandonment of a contract are found in DFE (LEGAL).

F. The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. The Superintendent accepts resignations of noncontractual employees.

IV. BOARD MEETINGS

A. The Woodsboro ISD Board of Trustees holds one regular meeting per month generally on the fourth Monday of each month and convene in public at 6:00 p.m. Additional meetings on specific topics shall be scheduled by the Board as needed and may be held as a special meeting or training session.

B. Four members present constitute a quorum for a meeting.

C. For the purpose of good order, Board members should seek to be recognized by the Board President before speaking during Board meetings. In addition to the duties required by law, the President of the Board shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

D. Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board.

E. Public comment shall be scheduled at the beginning of the meeting. At regular Board meetings, the Board shall permit public comment whether or not the topic is an item on the agenda. At special meetings, however, public comment is limited to items on the agenda posted with notice of the meeting.

F. For public comment, the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the district designee before the meeting begins and shall indicate the topic about which they wish to speak. No presentation shall exceed five (5) minutes. The presiding officer of the meeting may further extend the length of presentation in order to hear more speakers. BED (LOCAL)

G. 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.

H. The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate Board policy to seek resolution.

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

I. For specific policies related to Board Meetings, see District Policy BE (LEGAL) and BED (LOCAL) available online at www.wisd.net.

V. DEVELOPING BOARD MEETING AGENDAS

A. The deadline for submitting items for inclusion on the agenda is the seventh calendar day before regular meetings and the seventh day before special meetings.

B. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.

C. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member. BE (LOCAL)

D. Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and the topics included meet with the Board President's approval.

E. The Superintendent and the Administrative Staff shall prepare the agenda for all Board meetings.

F. Board members are encouraged to discuss questions or concerns regarding agenda items with the Superintendent prior to the Board meeting.

VI. ROLE OF BOARD IN EXECUTIVE SESSION

A. The Board can only discuss those items listed on the executive session agenda as prescribed by law. BEC (LEGAL)

B. During executive sessions, the Board can deliberate properly posted items but may not take actions related to those items. All Board actions, including voting, must occur in open session under Texas Government Code Chapter 551 (Open Meetings).

C. Discussions and information shared during executive session shall remain confidential.

D. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into executive session. The posted agenda for the executive session must be read aloud indicating the items to be discussed in executive session under Texas Government Code Chapter 551 (Open Meetings).

E. According to a Texas Attorney General's opinion, the Board shall keep a certified agenda with minutes attached of the proceedings of each executive session. Only members of the Board of Trustees (whether present at the executive session or not) can review the minutes of an executive session without a court order. A Board member wishing to review an agenda of an executive session should contact the secretary of the Board to submit the official request for a date, time, and place for review of the specified agenda(s). Minutes are to be sealed, kept confidential, and stored in a locked place.

VII. VOTING

A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.

B. When an item for action on the agenda is reached, the following procedures will apply: The Board may discuss the item and present questions.

1. Action is taken by means of a motion and a second, followed by a vote of Board members present. The Board also has the option of not acting on an item.

C. 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. The Board President may vote on all action items. See BDAA (LOCAL) for the Board President's voting rights.

VIII. EVALUATION OF THE SUPERINTENDENT

A. As outlined in Local Government Policy BJCD (LOCAL), the Board will review the Superintendent's performance annually.

B. The Board shall determine the process for evaluation, including the development of the evaluation instrument and the selection of the process for arriving at a decision regarding the renewal or extension of the contract.

C. 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.

D. The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

1. Clarify to the Superintendent his or her role, as seen by the Board.
2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
5. Ensure administrative leadership for excellence in the District.

IX. COMMUNICATION

A. Board and Superintendent Communication

1. With respect to providing information and counsel to the Board, the Superintendent shall give the Board as much information as necessary to allow Board members to be adequately informed. The Superintendent will communicate information in a timely manner to all Board members through:
    a. Board meetings and executive sessions;
    b. Board packet deliveries;
    c. Voicemail, text message, or email; and
    d. Telephone calls.
2. Board Members will keep the Superintendent informed via telephone calls, voice mails, text, emails, personal visits, dialogue meetings, and requests for executive session or open meeting discussions.
3. Correspondence related to formal complaints or grievances will not be forwarded to Board members so that they may maintain their objectivity pertaining to matters that may require Board action in the future.

B. Board response to contacts and correspondence

1. Individual Trustees may communicate with members of the community as they deem appropriate.
2. Citizens may contact Board members by phone or email. Board members' email addresses and contract information can be found on the WISD website at www.wisd.net.
3. The Board of Trustees encourages input, and the confidentiality of individuals will be maintained to the fullest extent possible.

C. Administration response to contacts and correspondence

1. All correspondence addressed to the Superintendent or administration is routed to the appropriate staff members.
2. The appropriate staff members investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner.
3. The WISD administration encourages input.
4. Confidentiality of the person writing the correspondence is appropriately maintained.

X. INDIVIDUAL BOARD MEMBER REQUESTS FOR INFORMATION OR REPORTS

A. Board members may contact the Superintendent to ask questions or request information.

B. Written responses to Information requests from the Board will be distributed to all Board members in a timely manner.

C. Individual Board members shall not issue formal written or oral requests for information directly to campus principals or other administrators.

XI. CITIZEN OR EMPLOYEE REQUEST: COMPLAINT TO INDIVIDUAL BOARD MEMBER

A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues unless it relates to a formal complaint or grievance already filed under District Policy and upon which the Board may be requested to take action. If a formal process is not underway, the Board member should take the following steps:

1. Refer the parent, student, or citizen to the appropriate employee or administrator(s) who are in the best position to assist in addressing the concern or complaint.
2. Make them aware of the District policies and procedures in place to address citizen concerns or complaints and remind them that Board members must remain impartial in case the matter requires Board action in the future.
3. Notify the Superintendent's office of the situation.

XII. MEDIA INQUIRIES TO THE BOARD

A. The Superintendent serves as the official spokesperson for the Board. If the Superintendent is unavailable due to special circumstances, the President of the Board may serve as the spokesperson.

XIII. BOARD MEMBER VISITS TO A SCHOOL CAMPUS

A. Board members who wish to visit a campus to view a program or activity in their official capacity shall coordinate their visit with the Superintendent's office.

B. Board members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with District Policy GKC (LOCAL), which states that visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Board members are not to go onto campuses or into classrooms for the purpose of evaluation or investigation.

C. Board members are encouraged to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus activities.

XIV. BOARD TRAINING REQUIREMENTS

A. Individual Board members must meet minimum annual requirements for training for the period between January 1 and December 31. For more information, please see the TASB updated training requirements from February 2020.

B. For new Board members, the training requirements include:
   1. New Board member orientation within sixty (60) days of their election to the Board;
   2. Orientation to Texas Education Code Training;
   3. Three hours of Team-Building training with the Board and Superintendent;
   4. Ten hours of additional continuing education credits based on assessed needs; and
   5. Three hours of Student Achievement information.

C. For experienced Board members, the training requirements include:
   1. Update to the Texas Education code;
   2. Three hours of Team-Building with the Board and Superintendent;
   3. One hour on Cybersecurity;
   4. One hour on Child Abuse every two years.
   5. Five hours of additional continuing education credits based on assessed needs; and
   6. Three hours of Student Achievement every 2 years.

D. Evaluation of the Board
   1. The Board is the educational policy-making body for the District. To effectively meet the challenges of public education, the Board and the Superintendent must function together as a leadership team. Each leadership team must annually assess its development needs as a corporate body and individually to gain an understanding of the vision, structure,

accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. BBD (EXHIBIT)

E. Team Building

1. Annually, the entire Board, including all Board members, shall participate with their Superintendent in a team building session facilitated by a regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours.
2. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. The session shall include a review of the roles, rights and responsibilities of the Board as outlined in the framework for governance leadership. BBD (EXHIBIT)

F. The Texas Education Code requires the President of the Board to announce at the last Board meeting before an election the names of the Board members who have completed the required continuing education, who have exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education.

XV. TRAVEL REIMBURSEMENT

A. Reimbursement to Board members for reasonable travel expenses for attendance at regional, state, or national conventions conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary in the conduct of the public schools.

B. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board member to Board related activities.

C. For specific policies related to Board member travel reimbursement, see District Policy BBG (LEGAL) and District Policy BBG (LOCAL) available online at www.wisd.net.

XVI. APPENDIX: *References to LOCAL Board Policies. See also Policy Online, WISD website.*

- BBB – Board Members: Elections
- BBD – Board Members: Training and Orientation/Framework for School Board Development
- BBE – Board Members Authority
- BBF – Board Members: Ethics
- BBG – Board Members Compensation and Expenses
- BDAA – Officers and Officials: Duties and Requirements of Board Officers
- BE – Board Meetings
- BEC – Board Meetings: Closed Meetings
- BED – Board Meetings: Public Participation
- BDAA – Officers and Officials: Duties and Requirements of Board Officers
- BJCD – Superintendent Evaluation
- DC – Employment Practices
- DFE – Termination of Employment: Resignation
- DGBA – Personnel Management Relations: Employee Complaints/Grievances
- FNG – Student Rights and Responsibilities: Student and Parent Complaints/Grievances
- GF – Public Complaints

We, the Board of Trustees, acknowledge the review and receipt of the Woodsboro Independent School District Board of Trustees Board Operating Procedures:

Signed this 22nd *day of* April *, 2024:*

President

Vice-President

Secretary

Trustee

Trustee

Trustee

Trustee

On behalf of Staff

Leslie Garza, Superintendent