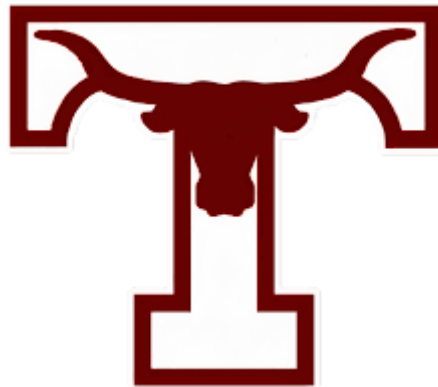


TARKINGTON INDEPENDENT SCHOOL DISTRICT
Board Operating Procedures



Adopted by the Board of Trustees on February 6, 2025

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I. Board Meetings

A. Scheduling Board Meetings

[Policy BE]

1. Regular Board Meetings

- a) All regular Board meetings of the Tarkington ISD Board of Trustees shall be scheduled for the third Monday of each month at 5:30 p.m., provided that the date and time are subject to change based on District or government holidays, special events, emergencies, or lack of a quorum. The meeting notice shall reflect the accurate date and time for each regular Board meeting.

2. Special Board Meetings

- a) The Board President may call a special meeting at any time at the Board President's discretion.
- b) The Board President must call a special meeting upon request by two or more Board members. The Board President and Superintendent shall determine the date of any requested special meeting at their discretion.

3. Emergency Board Meetings

- a) The Board President shall call an emergency meeting at his or her discretion or upon request by two or more Board members when an emergency or urgent public necessity, as defined by law, warrants the meeting. An emergency meeting is subject to the modified notice and posting requirements set forth in Section I.B.3 below; however, an emergency meeting may only be called if there is: (a) an imminent threat to public health and safety; or (b) a reasonably unforeseeable situation, including fire, flood, earthquake, hurricane, tornado, wind/rain/snow storm, power failure, transportation failure, interruption of communication facilities, epidemic, riot, civil disturbance, enemy attack, or other actual or threatened acts of lawlessness or violence.
- b) At an emergency meeting, the Board shall only consider those matters properly posted (see Sections I.B.2-3 below) that are directly related to responding to the emergency or urgent public necessity; or, if notice was already posted for a regular or special meeting and the meeting will occur at least 72 hours after the posting of the notice, the Board may consolidate items from the emergency agenda and the regular/special agenda.

B. Notice and Posting Requirements

[Policy BE]

1. Duties

- a) The Superintendent shall be responsible for posting adequate notice for each meeting of the Board in compliance with the Texas Open Meetings Act, Board Policy BE (Legal) and (Local), and these Board Operating Procedures.
- b) The Board President and Superintendent shall have final review and approval authority for each meeting notice and agenda.

2. Contents of Notice

- a) Each notice of a meeting of the Board shall contain the date, hour, address, and subject of each meeting.

- b) The notice of the Board meeting shall serve as a template for the agenda for that meeting, provided that items may be rearranged with the Board's consensus.
 - c) Agenda items shall be identified with enough specificity to place the public on notice of the general topic for discussion and provide adequate notice of whether Board action may result from the discussion.
 - d) The Superintendent shall be responsible for identifying and designating any and all topics appropriate for closed session discussion and shall identify those provisions of the Texas Open Meetings Act which may provide for a closed session discussion on the notice and agenda (see Section I.C.5 below).
3. Timing of Notice
- a) For regular and special meetings, notice must be posted at least 72 hours prior to the meeting start time. Items may not be added to the notice within 72 hours of the meeting start time.
 - b) For emergency meetings, notice must be posted at least one hour before the meeting start time.
4. Location of Notice
- a) Notice for each meeting of the Board shall be physically posted on a bulletin board or doorway easily accessible to the public at the Administration Building. This physical notice shall be visible from the exterior of the building at all times during the 72-hour period leading up to the meeting start time.
 - b) Notice for each meeting of the Board shall also be electronically posted on the District's website.
 - c) Both the physical posting and the electronic posting shall be complete more than 72 hours before the meeting start time.

C. Conducting Board Meetings

1. Quorum Requirement

- a) The Board may only conduct a meeting if a quorum is present. A quorum means a majority of the Board (*i.e.*, four members on a fully seated Board).
- b) A quorum of the Board shall not discuss or conduct District business outside of a lawfully called and posted meeting of the Board.

2. Agenda

- a) The Superintendent shall set the agenda for every Board meeting in consultation with the Board President.
- b) Any Board member may request that a subject be included on the agenda for a meeting. The deadline for submitting items for inclusion on the agenda is the tenth calendar day before regular meetings and the fifth calendar day before special meetings.
- c) If a Board member requests an item be added to the agenda, the Superintendent shall include the item on the preliminary agenda for the Board President's final review. The Board President may reschedule a Trustee-requested item for deliberation at an appropriate time in the near future.
- d) The Superintendent shall provide the preliminary agenda to the Board President for review a reasonable time in advance of any regular or special called meeting, except when a special meeting is called with less than one week's notice.

- e) The Superintendent shall provide the Board with the final agenda for an upcoming meeting at least 72 hours before the meeting start time.
 - f) The agenda may provide for a “consent agenda” section, wherein routine items of business are presented for Board approval via a block vote. Each item on the consent agenda shall be accompanied by supporting documents in the Board’s paper or electronic notebook, which shall be made available to the public upon receipt of a valid Texas Public Information Act request. Any Board member may request to remove one or more items from the consent agenda for further discussion and deliberation.
3. Supporting Materials
- a) The Superintendent or designee shall compile all existing supporting materials for items on an upcoming agenda and shall create or prepare supporting materials for those items which may require additional data during deliberations. The Superintendent is solely responsible for determining whether an agenda item requires supporting documentation for Board review and consideration.
 - b) The Board may receive supporting materials electronically or in paper format, depending on Trustee preference.
 - c) Except under extenuating circumstances, supporting materials should be made available not later than 72 hours before the meeting start date for regular and special meetings or one hour before the meeting start date for emergency meetings.
 - d) If a Board member wishes to review information the Superintendent did not designate as supporting documentation, the Board member shall submit a request for information pursuant to Sections III.A-B below.
 - e) Board members should have studied the Board meeting agenda and accompanying supporting materials prior to the meeting and be prepared to discuss and act upon on all issues. Questions or requests for additional information pertaining to agenda items shall be submitted to the Superintendent as early as possible to allow time to prepare and provide the information to all board members.
4. Parliamentary Procedure
- a) As a format, the Board generally operates according to the parliamentary procedures set forth in *Robert’s Rules of Order, Newly Revised*, but strict adherence to *Robert’s Rules of Order* is not required.
 - b) The Board may suspend procedural rules at any meeting with a majority vote of the members present.
 - c) The Board President shall serve as the presiding officer for all meetings where (s)he is present. In the Board President’s absence, the Vice President shall preside. If both the President and the Vice President are absent, the Secretary shall preside. If all officers are absent, the Board President shall designate a presiding member.
 - d) Votes shall occur by voice or show of hands, as directed by the Board President.
 - e) Any Board member may abstain from voting, and the minutes of the meeting shall reflect each Board member who abstained from any vote.
 - f) The Board President may vote on any matter before the Board, except where prohibited by law (*i.e.*, anti-nepotism laws).
 - g) Discussion on any agenda item will only occur after the floor is open (*i.e.*, there is a live motion and second on the item). Discussion will be limited to the motion on the floor.
 - h) The Board may set a time limit on discussion by majority vote. If the Board has set a time limit, the Board President is responsible for enforcing the time limit appropriately.

5. Executive (Closed) Session

- a) The notice and agenda for each meeting shall provide for the possibility for the Board to enter into executive (closed) session as needed and as permitted by the Texas Open Meetings Act, Tex. Gov't Code Ch. 551.
- b) The Board President shall verbally identify the topic and legal basis for adjournment into closed session before the Board adjourns into closed session.
- c) The Board Secretary shall keep a certified agenda of all closed session discussions on a form provided by the District. The certified agenda of any closed session is strictly confidential and shall not be disclosed to any person except as permitted by the Texas Open Meetings Act.
- d) The Board shall not take any action while in closed session and shall return to open session to vote on any topic discussed in closed session.
- e) Board members shall not disclose the content of closed session discussions without the consent of a majority of the Board, to be authorized by a vote in open session.

6. Public Participation

[Policy BED]

- a) The Board shall permit public comment from citizens at every regular Board meeting, regardless of whether the topic is an item on the agenda for that meeting.
- b) At all other meetings public comment shall be limited to items on the agenda.
- c) The public participation portion of the meeting shall occur at the beginning of the meeting for agenda items and at the end of the meeting for non-agenda items. The total amount of time for the public participation portion(s) of the meeting (both on agenda and non-agenda items) shall be limited to thirty (30) minutes maximum.
- d) An individual's comments to the Board shall not exceed three minutes per meeting.
- e) The Board President may reduce all speakers' time limits if more than ten (10) citizens sign up for public comment during any given Board meeting. No individual shall have less than one minute for public comment.
- f) Individuals who wish to address the Board shall submit their name and topic of discussion on a form provided by the District prior to the meeting starting.
- g) Persons addressing the Board shall refrain from referencing any Tarkington ISD student(s) by name or other identifier, except if the public speaker is the student's parent/guardian.
- h) Persons addressing the Board shall refrain from discussing complaints regarding specifically identified (by name, title, or other identifier) employees and shall be referred to Policy DGBA, FNG, or GF, as appropriate, for procedures on how to initiate a grievance against a Tarkington ISD employee.
- i) The Board shall listen to all public comments but shall not engage in any discussion with patrons during the public participation portion of the meeting. If a topic addressed by a speaker is on the agenda to be discussed by the Board later in the meeting, the Board may respond to the comment at the appropriate time during the meeting. The Board or the Superintendent may provide specific factual information or recitation of existing policy 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, other than refer it to a future agenda.

II. Board Member Conduct

[Policies BBE, BBF]

A. Board Member Authority

- 1) Board authority rests with the Board as a body corporate and not with individual Board members. Therefore, Board members have authority only at board meetings and not outside of Board meetings. Board members may not, individually, act on behalf of the Board except where expressly authorized by Board action during a meeting.
- 2) Board members shall exercise their governing authority by participating in meetings and voting on actions properly before the Board.
- 3) No Board member shall make commitments on matters that should properly come before the Board as a whole.
- 4) Board members shall recognize the Superintendent as the Chief Executive Officer to whom the Board has delegated administrative authority to manage every aspect of the District's operations. Individual Board members shall not direct employees—including the Superintendent—with regard to the performance of official duties.

B. Conduct Expectations

- 1) Board members are subject to the Code of Ethics for Board Members (See Policy BBF (Local), a copy of which is attached hereto).
- 2) Board members shall behave in a professional and courteous manner at all times during meetings and when otherwise engaging in official District business. Examples of behavior that will not be tolerated are rude remarks, interruptions, yelling, name calling, and disrespectful verbal or body language.
- 3) If, during a meeting or public forum, any member conducts themselves in a manner that is intolerable or interferes with the Board's ability to effectively conduct business, the Board President may adjourn the meeting. If a majority of the Board disagrees with the adjournment, then the meeting must continue; however, the offending member may be ejected for the remainder of the meeting if the member's conduct is disruptive to the continuation of the meeting and if the rest of the Board unanimously agrees.
- 4) Board members will endeavor to attend all meetings and official District functions in accordance with the Texas Open Meetings Act.
- 5) During discussion on an item a Board member not in agreement with a recommendation should state his/her rationale so other Board members may consider that viewpoint. Board members will encourage open communications among members, will listen to and consider other members' points of view, will focus on joint problem solving, and will support consensus building decision-making whenever possible. Any Board member choosing to abstain from a vote is encouraged to share their rationale for abstention.
- 6) Board decisions are made by majority vote and require Board members to support those decisions, even though an individual Board member may not have voted in favor of the decision. Once the Board has voted, each decision is an action by the Board and is binding upon all members and the District.
- 7) A quorum of the Board shall not attend any official or unofficial District function or event where District business will be presented or discussed unless proper notice has been provided in accordance with the Texas Open Meetings Act or an exception under the Texas Open Meetings Act exists.

- 8) Board members' individual records—including data on personal devices and accounts—are subject to the Texas Public Information Act and may be requested by a member of the public at any time if the information relates to the conduct of official District business. Board members are subject to potential criminal sanctions if official District records on personally owned devices is destroyed in violation of the Texas Public Information Act or the applicable District Records Retention Schedule. Board members shall timely comply with all requests for public information in the Board members' possession in order to allow the District to fully comply with the requirements of the Texas Public Information Act.
- 9) Board members must also be aware that certain information they receive in their capacity as Board members is confidential by law and may not be disclosed to third parties. Board members must also not disclose information that is protected by the attorney-client privilege (i.e., information that is received through communications with or from the Board's attorney or other attorneys representing the District), information regarding the evaluation of school personnel, and student identifying information. Additionally, Board members should not disclose any information to which they have access by virtue of their position as a Board member that has not been made public, especially if to do so would compromise the Board or the District in the conduct of their affairs.

C. Communications Among Board Members

- 1) E-mail communications about the business of the District among a number of members sufficient to constitute a quorum of the Board may be considered a "meeting." If such a "meeting" has not been properly posted and convened in public, it may be considered an illegal meeting under the Texas Open Meetings Act. Therefore, outside of officially posted meetings, individual Board members will not communicate with any other Board member if the individual Board member has reason to believe that the other member may communicate or has communicated with other members regarding the same item of District business so as to potentially trigger the walking quorum prohibition of the Texas Open Meetings Act.
- 2) Board members shall not participate in oral conversations, group text messages, chats, or emails involving a quorum or more of the Board and shall not "reply all" to any email sent to or received by a quorum of the Board.

D. Campus/District Facility Visits

- 1) All Board members are encouraged to attend District-related events or activities as time permits, subject to the meeting posting requirements in the Texas Open Meetings Act if a quorum of Board members will be present.
- 2) Individual Board members wishing to visit a District facility or campus shall notify the Superintendent to schedule a visit to a District site.
- 3) Board members shall adhere to District procedures for visitors, including the requirement that all visitors check in with the front desk or ranking building administrator upon arrival.
- 4) 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, as determined by the Superintendent or designee.
- 5) Board members are prohibited from entering a teacher's classroom or individual building for the purpose of evaluation of personnel.
- 6) If Board members have an individual reason for visiting a campus (i.e., as a parent or volunteer), Board members may visit the campus without notifying the Superintendent.

E. Conflict Resolution

- 1) Board members shall attempt to informally resolve all interpersonal conflicts with fellow members. If informal resolution is not possible, any Board member involved in the conflict may request a mediation with the Board President. If the Board President cannot mediate the conflict due to personal involvement or other reasons, the Board President may assign an independent third party facilitator (*i.e.*, attorney or professional mediator).
- 2) The Superintendent shall not be asked to mediate interpersonal conflicts between Board members.
- 3) Conflict resolutions involving a quorum of the Board (including the Board President, if serving as facilitator) are subject to the Texas Open Meetings Act and must occur during a lawfully posted meeting.
- 4) Board conflict resolutions may take place in closed session pursuant to Tex. Gov't Code § 551.074.

III. Board Member Access to Information

[Policies BBE, GBA, GBAA]

A. Requests for Information

- 1) When acting in their official capacity, Board members enjoy a right to access District information in accordance with Texas Education Code § 11.1512. If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.
- 2) An individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with Policy FL and applicable law.
- 3) Board members seeking information already in existence shall submit a request in writing, on the form provided herein, to the Superintendent, who shall forward a copy to the Board President.
- 4) The Superintendent or designee will provide access to District records—including those records otherwise exempt from disclosure under the Texas Public Information Act—to a Trustee acting in his or her official capacity within twenty (20) District business days.
- 5) In accordance with Texas Education Code § 11.1512, the Superintendent or designee shall track and report all requests to access information by Board members, including the cost of responding to any request(s) from a Board member for 200 or more pages of material in a 90-day period.
- 6) The Superintendent is not required to create new information or reports in response to a Board member's request for information.
- 7) The Superintendent shall notify the Board of the existence and availability of information responsive to each official Trustee request for information and allow any other Board member to access the information upon request.
- 8) If the requested information is sensitive in nature (*i.e.*, information that would otherwise be exempt from release under the Texas Public Information Act), the information will be provided for viewing only at the Superintendent's office.
- 9) At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements and the District's information security controls.

10) A Board member request for information outside of the Board member's official capacity shall be treated as a request for public information (see Policy GBAA).

B. Requests for Reports

- 1) No individual Board member shall direct or require the Superintendent/Administration or District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

IV. Communications

A. With the Superintendent

- 1) The Superintendent will communicate with the Board via monthly email updates. These email updates are considered public information and will not contain personally identifiable information about Tarkington ISD students. Furthermore, the Superintendent will exercise discretion when sharing information about personnel issues in email updates, as certain personnel information may be confidential and reserved for closed session during a Board meeting.
- 2) The Superintendent will communicate all urgent matters of District business (including, but not limited to, severe injury or loss of life of an employee, student, or District visitor; severe property damage; matters of heightened public interest or concern; litigation or other pressing business matters; and emergency weather or illness information) as soon as possible after learning of the circumstances. This communication may take place via email, telephone, or in-person.
- 3) The Superintendent is authorized to speak publicly on behalf of the Administration and shall forward a copy of all media statements provided in this capacity to the Board promptly after the statement is issued.
- 4) The Superintendent shall regularly meet with the Board President to update him or her on matters of District business. Other Board members may seek to schedule individual meetings with the Superintendent as desired and appropriate. The Superintendent shall accommodate requests for meetings with Board members as his or her schedule allows.

B. With District Employees/Candidates and/or Vendors/Potential Vendors

- 1) The Board as a body corporate directs the Superintendent. The Superintendent directs all District employees; individual Board members do not.
- 2) Except for the position of Superintendent, the Board or individual Board members do not interview or become otherwise involved with the selection or evaluation process of District employees. The Board's role is to approve/reject personnel recommendations of the Superintendent. Board members may not lobby for specific hiring decisions. Board members may not advise the Superintendent on specific hiring decisions unless such input is sought by the Superintendent.
- 3) Board members must abstain from any votes on personnel issues where a conflict of interest exists, as defined in Board policy and/or applicable law.
- 4) Board members will direct candidates to the District application process and/or Human Resources' office.

- 5) Board members will direct District employees to follow the chain-of-command and bring concerns or inquiries to the employee's direct supervisor, the Human Resources' office, or file a grievance in accordance with applicable policy.
- 6) Board members should contact the Superintendent prior to contacting any District staff member directly.
- 7) Individual Board members shall refrain from communicating with vendors or potential vendors of the District regarding specific procurement solicitations and/or contracts. Board members are permitted to provide vendors and potential vendors with basic information concerning the District. Questions from vendors or potential vendors concerning specific procurement solicitations or contracts should be directed to the Superintendent.
- 8) Nothing in this procedure shall prevent or in any way limit the ability of Board members to discuss concerns about specific employees, candidates, vendors, or potential vendors with the Superintendent – but only with the Superintendent.

C. With the Public

- 1) The Board will primarily communicate with the community through public hearings, Board meetings, and the District website.
- 2) Board members are elected officials and may engage with constituents regarding District-related matters in their individual capacities. Board members shall ensure that all parties to the communication understand that the Board member is communicating in his or her individual capacity and not on behalf of the Board, except where expressly authorized by the Board through a vote during a lawfully called meeting. Board members who post on internet sites, respond to inquiries, or make statements regarding District business must emphasize that the Board member is speaking in his/her individual capacity and his/her views do not represent the views of the Board or the District.
- 3) Notwithstanding the foregoing, the Board President is authorized to speak on behalf of the Board in his or her discretion but shall limit official communications to those specifically addressed by the Board during a prior meeting. The Board President shall promptly notify the Board of any official communications made on behalf of the Board or the District.
- 4) Board members who receive media inquiries regarding District business, shall refrain from speaking in their official capacities and shall refer the inquiring party to the Superintendent.
- 5) The Superintendent and his/her designee(s) are the official spokespersons for the District. Any official statements from the District to the media are to be handled by the Superintendent or his/her designee.

D. Responding to Citizens' Complaints

- 1) When receiving an oral or written complaint from a member of the public regarding District business, Board members are to briefly listen to/read the complaint and:
 - Advise the person of the appropriate chain of command and provide contact information for the appropriate contact person;
 - Advise the person of the existence of the formal grievance policy appropriate to the situation (DGBA, FNG, or GF); and
 - Remind the citizen of each Board member's responsibility to remain impartial if the issue reaches the Board level.
- 2) Board members who receive complaints from the public will communicate the concern(s) to the Superintendent within 24 hours of receiving the complaint(s); if a threat of safety is involved, Board members shall immediately notify the Superintendent.

- 3) If warranted and appropriate, in the Superintendent's discretion, the Superintendent or his/her designee will follow up with the complainant directly and will notify the reporting Board member and the Board President of how the complaint was addressed with the individual.
- 4) Board members who receive excessive information or advise complainants outside of a lawfully called Board meeting may be asked to recuse themselves from official Board deliberations or action regarding the topic, if the item is later placed on a meeting agenda.
- 5) If the Superintendent has reason to believe a citizen's complaint may or should be processed through the District's formal grievance policy (DGBA, FNG, or GF), the Superintendent may request that any Board member's request to add an agenda item concerning that matter be postponed to prevent interference with the anticipated or ongoing grievance. The Board President shall exercise discretion in postponing any requested agenda items in accordance with these Board Operating Guidelines and Board policy.
- 6) Under no circumstances shall Board members investigate or address citizens' concerns with District employees or complainants directly. All complaint investigations and responses shall be routed through the Superintendent or designee. Board members may be called upon to sit as final arbiters in connection with grievance and/or due process hearings, and, therefore, must not gather information, form opinions, etc. until an issue reaches the "body corporate."

E. Written Correspondence

- 1) Board member email addresses are public information. Board members may receive emails from community members regarding District business and are expected to use discretion in responding to any written correspondence in accordance with these Board Operating Procedures. In most cases, it is appropriate for the Board member to respond and acknowledge receipt of the communication, while notifying the sender that the communication is being forwarded to the Superintendent for further response, if any.
- 2) Board members shall not "reply all" to an email directed to a quorum of the Board or more.
- 3) The Board will not consider or discuss anonymous correspondence, and anonymous correspondence shall not form the basis for directives to the Superintendent or Administration.

V. Board Duties

A. Personnel Duties

- 1) The Board is responsible for hiring and evaluating the Superintendent.
- 2) The Board will complete the Superintendent's evaluation annually as required by applicable law.
- 3) The Superintendent's evaluation will be conducted on a form approved by the Board with input from the Superintendent.
- 4) The Superintendent's evaluation will be completed in closed session pursuant to Texas Government Code § 551.074.

B. Governance

- 1) The Board is responsible for setting goals for the District and adopting policies to implement the designated goals.
- 2) The Board will review District goals at least annually to determine whether goals should be adjusted.
- 3) The Superintendent shall fully cooperate with all goal-review meetings by preparing and providing information regarding the District's progress toward its goals.

C. Policies and Procedures

[*Policy BF*]

- 1) The Board shall review and revise its policies as needed to maintain harmony with the law and the needs of the District.
- 2) The Superintendent shall be responsible for recommending policy revisions with the assistance of third party advisors as needed (including policy specialists and the District's legal counsel, as appropriate).
- 3) Except under emergency circumstances, all policy revisions require
- 4) The Board shall review these Board Operating Procedures at least biennially and shall make revisions as necessary.
- 5) If there is any conflict between these Board Operating Procedures and Board Policy, Board Policy shall control.

VI. Elections, Transitions, and Training

A. Elections

- 1) Trustee elections shall occur in accordance with Policy BBB (Local).

B. Transitions

- 1) Outgoing Board members shall collaborate with the Superintendent and the incoming Board member regarding the transition of documents and other records related to District business in the outgoing Trustee's possession.
- 2) Outgoing Board members remain subject to the Texas Public Information Act even after leaving office. At the expiration of any Board member's term, the Board member shall either provide all information regarding District business to the Superintendent's office or shall remain available to respond to public information requests after their departure from office.

C. Training

- 1) Newly elected Trustees shall complete an orientation training (three credit hours, to be organized by the Superintendent. Orientation training topics may include, but are not limited to:
 - Texas Open Meetings Act;
 - Texas Public Information Act;
 - State Board of Education required training;
 - Curriculum and instruction;
 - Business and finance operations (including budget);
 - Superintendent evaluation protocols;
 - Board member roles and responsibilities;
 - Board policies (including ethics policy) and Board Operating Guidelines;
 - Training requirements and opportunities;
 - Calendar briefings;
 - Cybersecurity;
 - Expense reimbursement procedures; and
 - District communications programs.
- 2) Trustees shall comply with applicable training/continuing education requirements. *See* TASB's Board Member Training Requirements.

- 3) The Superintendent, in consultation with the Board President, shall coordinate other training opportunities for the Board throughout the school year, which may include conference attendance, in-house training, or online learning (see Policy BBD).
- 4) At the last regular Board meeting before an election of Trustees, the Board President shall announce the name and progress of each Board member toward his or her training objectives (including whether the Board member has met, exceeded, or failed to meet their goal).
- 5) Individual Board members shall be responsible for maintaining adequate records of all Trustee training progress and shall ensure that the Superintendent has copies of training records for purposes of compliance with the TPIA and to assist Board members with fulfilling their training responsibilities.

VII. Board Officers

Per Policy BDAA (Local), the Board shall elect a President, a Vice President, and a Secretary, who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting.

To be eligible to serve in a Board officer position, a board member must have served on the Board of Trustees for a minimum of two years.

**Tarkington ISD Board Member
Request For Information, Documents, and Records**

Please note: The District will comply with requests for information in accordance with law, Board policy, Board operating procedures, and administrative regulations.

The following form should be filled out completely by an individual Board member requesting a District record when the request is made in his or her official capacity and when the request is subject to tracking under Texas Education Code section 11.1512 and any applicable Board Operating Procedures.

A Board member wishing to make an official open records request should use the form for that purpose found at

<https://resources.finalseite.net/images/v1723149629/tarkingtonisdnet/eummxh2edsfhwrlmrmppo/REQUESFORRECORDSdoc.pdf>.

Date of request: _____

Board member's name: _____

Board member's address: _____

Board member's telephone number: _____

Board member's e-mail address: _____

Please provide below a description of the information requested. Include enough detail to enable the District to accurately identify and locate the information requested. Once complete, please submit this form to the Superintendent.

Information requested:

PLEASE SIGN BELOW

I certify that I am requesting the above records in my official capacity as a Board member and understand that this request is subject to the tracking and reporting requirements of Texas Education Code Section 11.1512.

Board Member Signature: _____ Date: _____

Superintendent's Signature of Receipt of Form: _____ Date: _____

For Administrative Use Only

Disposition of request:

- Approved
- Denied (Provide reason, if denied)

Number of pages requested: _____

Date the information was made available to the Board member: _____

Cost to the District: \$ _____

<i>Including:</i>		
copying cost	\$ _____	(_____ number of pages at 10 cents per page)
labor cost	\$ _____	(_____ number of hours at \$15/hour)
overhead cost	\$ _____	(20% of labor cost)

For tracking purposes, the cost of the request will be calculated as if the Board member requested one complete set of the records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will actually be charged to the Board member.

Superintendent's Signature confirming information provided to Board member:

_____ Date: _____

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 others' 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 my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

**Student-Centered
Focus**

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

The Tarkington ISD Team of Eight


Research affirms that in effective educational organizations, the Chief Executive Officer and the Board function as a "Team of Eight." The Board is the corporate policy-making body for the District, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. A structured approach for maintaining a vision, mission, and goals for the organization is enhanced by developing an agreed-upon system of standard operating procedures. To that end, the Tarkington ISD Board confirms these guidelines as Standard Operating Procedures.

These procedures are intended, in spirit, to create more efficient meetings; more effective board members; and greater focus among the Team of Eight. The procedures will be reviewed every other year, as soon as possible following the election of new trustees. These procedures do not replace the Board's official policies; in the event a policy referenced herein is revised, these Procedures may be revised, without the necessity of approval of the Board. Tarkington ISD policies are available online at <https://pol.tasb.org/PolicyOnline?key=819>.

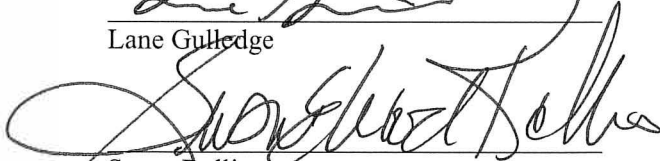
By signing below, each trustee represents that he/she will follow these Board Operating Procedures.



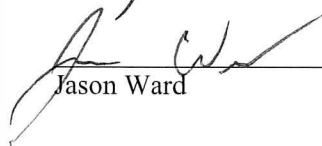
Paige Bostwick



Lane Gulledge



Susan Rollins



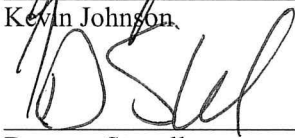
Jason Ward



Jackie Flores



Kevin Johnson



Dwayne Stovall