

WACO INDEPENDENT SCHOOL DISTRICT

# Board of Trustees Operating Procedures



WACO ISD BOARD OF TRUSTEES, TOP TO BOTTOM AND LEFT TO RIGHT:

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# WACO INDEPENDENT SCHOOL DISTRICT

## Board Operating Procedures

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*Note: This document is intended to assist board members and administrators in carrying out their duties. It is not enforceable by third-parties. In the event of an apparent conflict between this document and Board policy, Board policy prevails.*

### Basic Agenda

The basic meeting agenda is the list of business items to be discussed and/or voted on by the Board at a legally called meeting.

### Developing the Board Meeting Agenda

1. Agendas are created by the Superintendent in consultation with the Board President to ensure the agenda and topics are appropriate. (Policy BE Local)
2. The President shall ensure that any topics the Board or individual Trustees have requested to be addressed are on the agenda within 30 days of the written request. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization. (Policy BE Local)
3. The deadline for submitting items for inclusion on the agenda is noon of the seventh day before scheduled meetings. (Policy BE Local)
4. Agenda requests shall be in writing/email to the Superintendent within the timelines set in policy and shall be copied to the President.

**THE 2023-2024  
WACO ISD  
BOARD OF  
TRUSTEES.**



### Board Meeting Notification

1. Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting. (Policy BE Local)
2. Any items added to the agenda after the original posting shall be done in accordance with state law.

## Board Meeting Structure

The purpose of workshops is for board members to have the opportunity to review, discuss, question, consider and ask clarifying questions on workshop items. Only action items that need immediate board consideration will be placed on workshop agendas.

The purpose of the regular meeting on the fourth Thursday is to review, discuss and consider the regular business of the district and recognize students, staff and community members.

The purpose of the special meeting is to cover unique district needs. Action may or may not be taken at a special meeting. The meeting will be posted as a special meeting.



**STUDENTS ARE  
RECOGNIZED  
DURING SPECIAL  
RECOGNITIONS.**

## Opening Statement

The Board President will open each meeting at the conclusion of the executive session (if any) with a statement that outlines the purpose and decorum of the meeting. This statement shall be reviewed and revised as necessary as a part of the yearly board reorganization and review of the Board Operating Procedures.

### OPENING STATEMENT:

- *This meeting of the Waco Independent School District Board is hereby called to order. All items discussed or voted upon this evening have been posted as required by state law. [As applicable: We have been in executive session under Texas Government Code Section \_\_\_\_\_ No action was taken.]*
- *I extend a warm welcome to those present [As applicable: and to our television viewers.]*
- *The Board's purpose is to set goals, listen to reports of the superintendent, approve budgets, contracts, and personnel appointments, and make policy for the District. We are not here to make management decisions or solve problems of individuals. Management is the responsibility of the superintendent and staff.*
- *I ask that you turn your cell phones to silent alert if you have not already done so.*
- *We appreciate the time you have taken to join us and for your interest in the Waco Independent School District.*



## BOARD MEMBERS MAKE TEACHERS FEEL SPECIAL.



### IF ANYONE HAS SIGNED UP TO SPEAK TO AN AGENDA ITEM:

*We have had one or more persons sign up to speak to one or more of the open meeting agenda items this evening. The Board encourages comments about open meeting agenda items from members of the public. Anyone who has signed up to speak in advance of the meeting in accordance with board procedures will do so in accordance with the law, Board policy and Board rules. The Board asks that each participant's comments pertain to the agenda item under consideration. Unless adjusted by the presiding officer, comments by each speaker will be no longer than 3 minutes. (Per the time limit from the District's BED(LOCAL)).*

Insert optional text if the presiding officer will adjust the Board's procedures on public comment for the meeting:


*Due to the large number of individuals wishing to speak today and in the interest of time, the following adjustments to the public comment procedures will apply:*

\_\_\_\_\_ (describe the adjustments)

Add the following if the board is not using simultaneous translation equipment:

*For any member of the public who is accompanied by a translator, your time will be doubled as required by law.*

- *In addition, the Board has adopted policies to provide prompt and equitable resolution of complaints and concerns for employees, students or their parents, and the general public. Copies of our District policies and procedures on public comment and filing complaints are available \_\_\_\_\_ (location)."*
- **Moment of Silence:** *And now may we pause for prayer, contemplation, reflection or meditation.*



## BOARD MEMBERS SERVE AS MENTORS FOR STUDENTS.

### Executive Session

1. The Board may not conduct an executive session (closed meeting) unless a quorum of the Board first meets in an open meeting for which proper notice has been given, and during which the presiding officer announces that a closed meeting will be held and announces the section(s) of the Open Meetings Act under which the closed meeting will be held.
2. During the closed meeting, the Board may only discuss or deliberate on matters which are included on the agenda and are authorized by the Open Meetings Act to be discussed or deliberated in a closed meeting.
3. A final action, decision or vote on a matter deliberated in a closed meeting may only be made or taken during open meeting.
4. The Board must keep either a certified agenda or taped recording of each closed meeting, including the date and time. The certified agenda or taped recording may be made available to the public only under a court order.
5. Matters discussed in closed session should be kept confidential.
6. Subjects held for Executive Session:
  - a. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Law, Government Code Sections 551.074 and 551.082.



## A HIGHLIGHT OF MEETINGS IS SEEING STUDENTS AND THEIR TEACHERS.

- b. Anything that violates right to privacy, i.e., Texas Open Meetings Act, Texas Public Information Act, cannot be placed on the open agenda. Government Code 551.082 and 551.0821 and Board Policy FL(LEGAL).
- c. Anything falling under the Texas Government Code Section 551.072 which is discussing purchase, exchange, lease or value of real property and Section 551.071 which is private consultation with the Board's attorney.
- d. Anything falling under Texas Government Code Sections 551.0785 (Medical records or psychiatric records), 551.076 (Security), 418.175-418.182 (Emergency Management), and 551.087 (Economic Development Negotiations).

### Consent Agenda

1. The consent agenda is included as part of the regular agenda but contains items of a routine and/or recurring nature that can be voted on all at once unless a board member or administrator requests that an item be pulled out and considered individually.
2. Items usually contained in the consent agenda include, but are not limited to:
  - a. Routine and/or recurring items
  - b. Annual renewals of Regional ESC and TEA items
  - c. Budget amendments
  - d. Tax refunds for more than \$500
  - e. Financial information
  - f. Minutes of regular and special Board meetings, including joint meetings with City of Waco
  - g. Routine personnel items
  - h. Routine bid recommendations



**SPECIAL  
RECOGNITION  
HELPS STUDENTS  
BUILD CONFIDENCE  
AND DEVELOP  
SOCIAL SKILLS.**

### Board Member Conduct During Board Meetings

1. The Board shall observe the parliamentary procedures in Robert's Rules of Order, except as otherwise provided in Board procedural rules or by law.

2. Board members are expected to attend and participate in duly called meetings. Board members shall inform the Superintendent if he/she will not be able to attend the meeting or will be late within 72 hours of the meeting or as soon as possible.
3. Board members should come to the board meetings prepared to discuss and take action on all items on the agenda. At a minimum, each Board member is expected to have done the following prior to arrival at every board meeting:
  - a. Studied the material in the board packet sent to them prior to the meeting.
  - b. When possible, resolve questions about an agenda item beforehand by contacting the Superintendent or Assistant Superintendent.



**STUDENTS ENJOY  
MEETING BOARD  
MEMBERS OUTSIDE  
THE CLASSROOM.**

#### Public Comment Under §551.007

1. *In accordance with the Texas Open Meetings Act and Board policy, public comment shall be limited to items on the agenda posted with notice of the meeting.*
2. *Individuals who wish to address the Board shall sign up with the Board's designee before the meeting begins and shall indicate the agenda item on which they wish to comment.*
3. *Except as permitted by Board policy (e.g. an individual is addressing the board through a translator), an individual's comments to the Board shall not exceed three minutes per meeting.*
4. *When necessary, the presiding officer may establish an overall time limit for public comment and/or adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.*

#### Board Member and Audience Response to Public Comments

1. Board members will listen attentively to any public comments.
2. Upon recognition by the presiding officer, any board member may ask clarifying questions of a speaker. If a board member does so, the question(s) and the speaker's response(s) will not count against the speaker's time limit.
3. Unless recognized by the presiding officer, neither board members nor audience members will respond or enter into discussion with a speaker.



4. 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 person 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 person removed from the meeting (Policy BD(LOCAL)).

## BOARD MEMBERS ARE AN INTEGRAL PART OF GRADUATION CEREMONIES.



### Hearings

1. A hearing usually occurs during a Level 3 grievance to the Board.
2. Hearings may be held in open or closed session, depending on the situation, but are usually held in closed session.
3. During the hearings, the Board is assembled to gather input only.
4. The Board generally will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing. Board members may ask clarifying questions.
5. Rules for the hearing will be strictly adhered to:
  - a. Response will be limited to 10 minutes (or as assigned/modified by the Board President)
  - b. The Board will accept written and/or oral testimony.
  - c. The Board will avoid duplicate testimony.
  - d. The Board will avoid any derogatory comments.
  - e. The Board may adopt additional rules as it deems appropriate.
6. At the conclusion of the hearing or at a subsequent meeting, the Board will determine the results of the hearing.

### Voting Procedures

1. 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 discussion of an item and that time limit has expired. Aside from these limitations, the President shall not interfere with debate as long as members wish to address themselves to an item under consideration. (Policy BE(LOCAL))

2. The Board President may make motions, second motions, enter into debate or discussion and vote on all matters coming before the Board.
3. No member shall vote on a motion in which he or she has a direct financial interest not common to other members of the Board.
4. Except in a conflict of interest as defined by law, board members shall cast a vote.
5. All votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.
6. Voting shall be by voice vote or a show of hands, as directed by the President. Upon request of any board member, voting shall be by roll call vote. (Policy BE(LOCAL))
7. Each board decision, even when there are dissenting votes, shall be an action by the whole board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members are encouraged to accept the decision of the whole Board.



**STUDENTS ARE  
RECOGNIZED  
FOR THEIR  
ACHIEVEMENTS.**

#### Individual Board Members Communications with Staff

1. Board members are entitled to the information they require to make informed decisions on the matters before them. If a member requests information that requires an excessive amount of staff time to compile, the Superintendent and Board President shall consult with the member to find a reasonable solution.
2. Board members may e-mail or call the Superintendent with information requests. The Superintendent may, if appropriate, forward the request to other staff members.
3. Information requested by a board member in almost all cases will be provided to all Trustees.
4. Board members will not attempt to influence or exert influence on the staff in order to coerce them into making particular recommendations or decisions.

## BOARD MEMBERS INSPIRE & SUPPORT STUDENTS.



### Board Members Visits to Campuses

1. Board members may visit campuses, but should coordinate with the Superintendent before the visit if the visit is not for a scheduled campus activity.
2. Board members are not to go into teachers' classrooms or on campuses for the purpose of investigation or personnel evaluation.
3. Trustees should wear some form of identification (name badge or district ID) when visiting campuses in an official capacity.



## BOARD MEMBERS ARE SUPPORTED BY THE FUTURE GENERATION.

### Communications

1. The Board is committed to, and encourages, community input through the use of surveys, public forums, the district web site, district publications and on-going communications forums.
2. The Superintendent may meet with the Board President on a routine basis to discuss issues of the District. No decisions shall be made that would otherwise require board approval.
3. The Superintendent and the Board President will communicate information in a timely manner to all board members.
4. Unless otherwise approved or authorized by the Board, individual members cannot speak in an official capacity or otherwise represent the views of the Board.

5. Board members are encouraged to notify the Executive Director for Communications of contacts they have had with the media.
6. Any board member may respond to general, factual inquiries. If the board member is unsure of the correct facts, they should direct the inquiry to the Superintendent or Executive Director for Communications.

## WACO ISD'S SUPERINTENDENT IS ACTIVELY INVOLVED IN SPECIAL RECOGNITION.



### Board Member Correspondence Retention

1. Board business transmitted on personal accounts is subject to the Public Information Act (PIA).
2. As public officials of a government entity, board members are charged with the responsibility of maintaining any such correspondence personally whether the correspondence be through U.S. mail, e-mail, Facebook messaging or other social networking.
3. The following table identifies the type of correspondence a board member may receive in his or her personal accounts that require retention:

COMPLAINTS	POLICY	RESOLUTION
CORRESPONDENCE: <b>Administrative</b>	Anything related to the "formulation, planning, implementation, modification, or redefinition of the programs services, or projects of the District and the administrative policies and procedures that govern them."	3 years
CORRESPONDENCE: <b>General</b>	Anything pertaining to the "regular and routine operation" of Board policy and District programs, services or projects.	1 year

If a board member believes he/she has correspondence that falls into one of the above categories requiring a longer retention period, please forward it to the Superintendent for safekeeping. It is not necessary to forward e-mail correspondence sent to a board member's wacoisd.org e-mail account.





## BOARD MEMBERS HELP HONOR TEACHERS FOR THEIR HARD WORK.

### Complaints

1. Board members should limit discussion regarding complaints and should consider directing the person making the complaint to the appropriate chain of command within the District.
2. Board members should inform the citizen of his/her due process and remind them that the Board member needs to remain impartial in case the situation comes before the Board at a later date.
3. Board members shall inform the Superintendent of complaints brought to them if they feel it is appropriate or necessary.



## BOARD MEMBERS TAKE THE OATH OF OFFICE.

### Board Officers

1. Election of officers shall be held at the first Board meeting following elections. Policy BDAA(LOCAL).
2. The Board will elect a president and secretary in accordance with Policy BDAA(LEGAL) and other Board officer positions as specified in Policy BDAA(LOCAL).
3. The Board may reorganize and elect officers at other times of the year by placing "reorganization of the Board" or other appropriate notice on the agenda. Policy BE(LEGAL).
4. No member may hold office until he or she has at least one year experience on the Board.

5. Process:
  - a. Any board member may make nominations
  - b. Nominations will not be closed until all who wish to make a nomination have done so.
  - c. More than one person may be nominated for a given office.
6. The Board may choose to go into a closed meeting to discuss the qualifications of the nominee(s) after nominations have closed and before taking a vote unless all nominees state their preferences for discussion in open meeting in accordance with Policy BEC(LEGAL).
7. The vote for board officers must occur in open meeting. No vote will be taken by secret ballot per Policy BE(LEGAL).



**BOARD MEMBERS  
ENCOURAGE  
STUDENTS.**

8. Officers must be elected by a majority vote of the Board. If no nominee receives a majority vote, the Board will continue discussions and will reopen nominations.
9. Responsibilities of the Board President:
  - a. Shall preside at all board meetings.
  - b. Shall appoint, with input from board members, members to ad hoc task forces and committees created by the Board.
  - c. Shall call special meetings.
  - d. Shall sign all legal documents required by law.
  - e. Shall fulfill all duties and obligations as required by Board Policy and state and federal statutes, regulations and rules.
10. Responsibilities of the Vice-President:
  - a. Shall act in capacity of President in the absence of the President.
  - b. Shall fulfill all duties and obligations as required by board policy and state and federal statutes, regulations and rules.
11. Responsibilities of the Secretary:
  - a. Shall ensure that accurate records are kept.
  - b. Shall act as President in the absence of the President and Vice- President.

## STUDENTS APPRECIATE THE INVESTMENT BOARD MEMBERS MAKE.



### Superintendent's Evaluation

1. The Superintendent will have a formative evaluation each August and a summative evaluation every January.
2. The evaluation of the Superintendent shall be conducted in accordance with district policy. The evaluation instrument shall have been developed collaboratively between the Superintendent and the Board, adopted in advance, and shall be based upon observable, job-related behavior.
3. The Board will develop and review outcome-based evaluation instruments annually for the Superintendent.
4. The Superintendent's evaluation is confidential by law.



## BOARD MEMBERS CELEBRATE THE COMMUNITY.

### Campaigning for Re-Election

1. During work hours school district employees will not be solicited for endorsement by any board member campaigning for re-election. Use of district materials and systems (including district e-mail communications) will not be used by any employee to discuss or solicit support of any candidate running for election or re-election as per the Texas Education Code Section 11.168, as amended by the 79th Legislature, 2005.



2. The Board, as a whole, will not endorse any candidate running for public office.
3. Board members, as private citizens, may endorse any candidate of their choice and may put endorsement signs in their private yards.

### Purchasing Tickets

District funds may be used to purchase tickets special community events benefitting the district. Board members interested in attending specific local events may purchase tickets on their own. School event tickets will be complimentary to all board members.

**ENJOYING STUDENT  
SUCCESS AT ALL  
LEVELS.**



### Reviewing Board Operating Procedures

1. Board members shall review the Board Operating Procedures annually.
2. A work session may be called to review and/or update them if necessary.

**ADOPT-A-SCHOOL  
OFFERS A GLIMPSE  
INTO EVERYDAY  
SCHOOL ACTIVITIES.**





WACO ISD

## Board Members



# Code of Ethics

## 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.