



Board of Trustees

Operating Procedures and Standards

San Angelo ISD Board of Trustees Operating Procedures and Standards

Communication with the Media

The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention. Media calls should be directed to the Board President or Superintendent. The Superintendent or designee shall act as the spokesperson for the District.

Board members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the school district.

Policy Review and Adoption

San Angelo ISD Board Policy reviews will be conducted on a cyclical basis as delineated on the annual Board calendar of agendas. Policies will also be reviewed and adopted on an as needed basis and as TASB Policy Service submits updated and new policies for Board review and adoption.

School Board Meetings

- **Board Meeting Management:** The Board President/presiding officer shall take responsibility for keeping meetings on task and focused on relevant discussion through the use of various meeting management techniques. All meetings will be operated according to most current edition of Roberts Rules of Order. It is also the responsibility of each Board member to assist the president/presiding officer with keeping meetings on task and in compliance with Roberts Rules of Order.
- **Annual Calendar of Agendas:** An annual calendar of Board meeting dates and agenda items will be developed cooperatively by the Board President and Superintendent for adoption by the Board. The calendar will be presented in July for the following September through August Board meeting cycle.
- **Executive Session:** The Board will discuss only those items listed for the executive session agenda and allowed by law. No official votes will be taken in executive session. All information discussed in executive session shall remain confidential.
- **Consent Agenda:** A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each

item listed as part of a consent agenda, the Board shall be furnished with background material. 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such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

➤ **Board Members Placing Items on the Agenda:** *(Board Policy BE Local)*

¹In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member, with the support of at least one other Board member, may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the draft agenda of the meeting all topics that have been timely submitted by a Board member.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the draft agenda, the Board President shall ensure that any topics the Board or at least two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the future. The Board President shall not have authority to remove from the final agenda a subject requested by at least two Board members without specific authorization from those Board members.

➤ **Distribution of Agenda Materials:** The Superintendent will distribute agenda materials to Board members no later than the Friday before a Monday meeting. Board members should familiarize themselves with the agenda and call to get their questions answered prior to the meeting to the extent possible.

➤ **Public Comment in Public Session**

Public comment is controlled by BED (LOCAL) policy. Comments will be limited to 3 minutes or less and the Board President will monitor the time.

If a speaker begins to complain about a particular individual teacher, administrator, student, or SAISD employee by name, the Board may recommend that the speaker seek relief via the district's formal grievance procedure.

Superintendent Evaluation (Instrument & Timeline)

¹ Updated to reflect Board Policy BE (Local) 5-7- 2025

New Board members should receive training as to the Superintendent evaluation if the new Board member did not receive such training in his/her board orientation training.

The Board will receive training as to the Superintendent evaluation as needed.

Board Operating Procedures and Self-Evaluation

The Board will consider its operating procedures annually according to the annual calendar of board meeting dates and activities. The Board self-evaluation will be conducted in closed session when requested by the discretion of the majority of the Board.

Employee/Citizen Request/Complaint to Individual Board Member

The Board member should hear the employee/citizen request or complaint for basic understanding of the situation. The Board member will refer the employee/citizen to the appropriate person/chain of command and remind the employee/citizen that the Board member must remain impartial in case the situation goes before the Board.

Board Investigation of Complaints

Board members shall not attempt to resolve complaints or grievances individually, except that they may counsel patrons or employees who inquire as to the correct procedure for appropriate resolution for the complaint or grievance. Board members shall refer to the superintendent any and all complaints received by them from stakeholders, including students, parents, employees, taxpayers, community members and others, where any action on the part of the administration may be required.

Board members will not conduct investigations on their own of complaints. In the event a Board member receives a complaint or has concerns regarding any employee other than the Superintendent, he shall first refer the matter to the Superintendent and then, if dissatisfied with the response of the Superintendent, may bring the matter to the attention of the board as a whole in executive session under a properly posted agenda. If the complaint is against the Superintendent the Board member will notify both the Superintendent and the Board President, and the same procedure as outlined above will be followed. Any decision to conduct an investigation, and the manner in which the investigation is to be conducted, shall rest with the Superintendent for matters relating to employees other than the

Superintendent, and with the Board for matters relating to the Superintendent.

Procedure/Timeline for Budget Development

Budget process and timelines will be adopted annually as a part of the annual Board meeting calendar of meetings and standing agenda items.

Board/Superintendent Communications

- **Superintendent Communication to Board Members:** The Superintendent will provide weekly written communications to all Board members in the form of “Friday Facts.” The Superintendent will also communicate with Board members on an as needed basis.
- **Board Member Requests for Information:** The Superintendent will distribute reports adopted as a part of the annual list of reports by month to each Board member as a part of the regular monthly agenda materials. All Board member requests for information will be initiated with the Superintendent. The Superintendent will provide copies of the materials requested by the Board member(s) to all Board members if the requested information is readily available. Individual members shall not direct or require 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. If the requested information is not readily available, the report will only be compiled with the approval of the majority of the Board members.
- **Communication Between Board Members:** Board members are free to communicate with each other on a one on one basis but will not communicate with each other in a manner that either explicitly or implicitly could be deemed to be a violation of the Texas Open Meetings Act.

Anonymous Communications

Anonymous communication will not receive action by the Board or Superintendent.

Interaction with School District Attorney

The Board authorizes the Superintendent to contact legal counsel on behalf of the district. Board members are also authorized to contact legal counsel on behalf of the district. Board members who contact legal counsel are to advise the Board President of the nature of the contact with legal counsel. The Superintendent will update the Board on a regular

basis as to district issues resulting in ongoing and substantial billing from legal counsel.

Commitment to Board Training

Pre-scheduled/arranged board training sessions will be included on the approved annual calendar of agendas. Additional board training opportunities will be offered Board members based upon availability. Board members commit to fulfill board-training requirements outlined in the Texas Administrative Code along with those adopted as a part of the annual calendar.

Campus Visits by Board Members *Board Policy GKC (LOCAL)*

All visitors to the schools, including parents and Board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the principal'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.

Additionally, Board members will notify the campus principal prior to the visit. At no time will Board members visit campuses in an attempt to evaluate personnel on that campus.

Board Members' Standard of Behavior

Board members will be knowledgeable of the Board of Trustees' Code of Ethics and the code's implications of their day-to-day actions.

Board Members' Authority Related to School Personnel

No Board member may direct employees in regard to the performance of their duties.

Annual Planning Calendar

The Superintendent and Board President shall work together in developing an annual calendar of Board meeting dates along with proposed agenda items for each scheduled meeting. The calendar of agendas will include but not be limited to: the Superintendent evaluation process, budget development/adoption, cyclical Board Policy reviews, personnel contracts, approval of ESC contracts, approval of standing reoccurring bid items, and board training opportunities. The calendar will be presented to the Board for approval in **July** for the following September

1 through August 31 school year. Additional agenda items and called meetings will be added according to Board Policy BE (LOCAL).

Violation of Team Operating Procedures

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