

Lake Dallas ISD Board Operating Procedures

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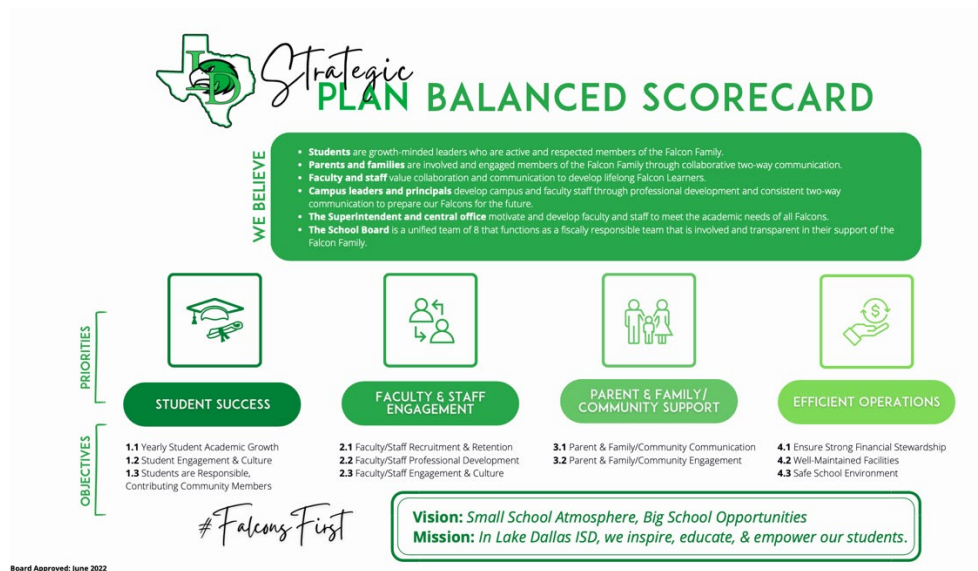
I. Mission, Vision, Beliefs, Strategic Plan

Mission: In Lake Dallas ISD, we inspire, educate, & empower our students.

Vision: Small School Atmosphere, Big School Opportunities

Beliefs:

- Students are growth-minded leaders who are active and respected members of the Falcon Family.
- Parents and families are involved and engaged members of the Falcon Family through collaborative two-way communication.
- Faculty and staff value collaboration and communication to develop lifelong Falcon Learners.
- Campus leaders and principals develop campus and faculty staff through professional development and consistent two-way communication to prepare our Falcons for the future.
- The Superintendent and central office motivate and develop faculty and staff to meet the academic needs of all Falcons.
- The School Board is a unified team of 8 that functions as a fiscally responsible team that is involved and transparent in their support of the Falcon Family.



II. Code of Ethics (BBF (LOCAL))

As a member of the Board, I shall promote the best interests of the students and the District as a whole, and to that end, shall adhere to the following ethical standards:

1. Fair, just and impartial decisions and actions.
2. Accord others the respect I wish for myself.
3. Encourage expressions of different opinions and listen with an open mind to others' ideas.
4. Accountability to the public by representing District policies, programs, priorities, and progress accurately.
5. Responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
6. Ensure prudent and accountable use of District resources.
7. Recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise performance or responsibilities.
8. Tell the truth.
9. Express opinions and views during the discussion of motions but following the vote shall respect the majority decision as the decision of the Board.
10. Shall not discuss any information or express opinions in public when the district is involved with third party negotiations.
11. Make decisions in terms of the educational welfare of all children in the District and on fact rather than supposition, opinion, or public favor.
12. Refuse to surrender judgment to any individual or group at the expense of the District as a whole.
13. Consistently uphold all applicable laws, rules, policies, and governance procedures.
14. Hold confidential all matters and information that is privileged under applicable laws or will needlessly harm employees, individuals or the District if disclosed.
15. Focus attention on fulfilling the Board's responsibilities of goal setting, policymaking and evaluation.
16. Diligently prepare for and attend Board meetings by studying the material in the Board packet and when possible, presenting or resolving questions beforehand by contacting the Superintendent or administrative staff.
17. Refrain from individual involvement in activities the Board has delegated to the Superintendent.
18. Seek continuing education that will meet legal requirements and enhance my ability to fulfill my duties effectively.
19. Use of social media, texting or other forms of electronic communication are subject to open records requests, and therefore are prohibited during board meetings.

III. Board Agendas

Meeting Dates

- The superintendent will develop an annual board calendar that will include regular and special meeting dates of the Board of Trustees.
- The calendar will include those items that are cyclical and/or recurring for consideration at board meetings.
- The calendar will be reviewed monthly for updates and revisions.

Conducting Board Meetings

Quorum

Any time four or more trustees are gathered to discuss school district business, it is considered a meeting and must be posted as such according to board legal policy. If less than four trustees are present, school district business cannot be conducted. Social functions, conventions, ceremonial events, forums, and similar functions are not considered meetings so long as formal action is not taken.

Opening Meeting

The Board President will announce a moment of silence for all to observe. The board will open each regular meeting by reciting the Pledge of Allegiance to the U.S. and Texas flags. The pledges may be led by a trustee, staff or guests invited for this purpose.

Placing Items on Agenda

Items may be placed on the agenda per Policy BE (Local). The deadline for submitting items for inclusion on the agenda is the third calendar day before regular meetings and the third calendar day before special meetings.

Preparation of Agenda

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. On the written request of at least two Board members for a subject to be included on the agenda of a meeting, the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by Board members.

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 preliminary 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 near future. The Board President shall not have authority to remove from the agenda a subject requested by at least two Board members without the specific authorization of the Board members.

Board members will make every effort to discuss their proposed action items and policy changes with the Superintendent prior to submitting. The Superintendent will provide all Board members with information on the item, administration position, and recommendations prior to the board meeting. Any requested agenda item will appear on the next regular board meeting agenda, if the legally required notice is provided.

A Board member shall not ask the Superintendent during a board meeting, to put an item on the next agenda, if the item is not posted on the current board agenda for such action is not a posted item.

Agenda items will not be posted with vague language. Specific language will be required to ensure community understanding of the agenda item.

In accordance with state requirements, no member may place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency involving public health or safety as per Texas Government Code and Policy BE (Legal).

Board members must provide pertinent and relevant backup material for their agenda items. Items posted on the agenda may be postponed if adequate information is not provided or is not available for the next board meeting.

District Administrative Staff and/or District legal counsel will prepare "Recommended Motions for Agenda Items" as necessary, to be used at the discretion of the Board.

Repeated Agenda Items

An agenda item acted on by the Board shall not be returned more than once in a board year (May-April) either by the Board or the Administration. The reason for returning the item must be included.

Student and Employee Recognition

The Recognitions, geared towards students, and Introductions, will be planned and distributed throughout the calendar year so that they are timely to the issue, but not so numerous as to take more than 30 minutes of Board Meeting time, unless approved by the Board President.

Board Reports

Board members may not make Reports to the Board during regular board meetings unless otherwise listed on the agenda. All board member comments must be relevant to posted board agenda items.

Agenda Posting

All agendas will be posted in the front of the building, published for the community electronically and provided electronically to board members through Board Book. Board members who prefer paper copies of board agendas must notify the Superintendent at least 24 hours in advance of the scheduled board meeting.

Personnel Issues

All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act, to be conducted in an open meeting. All discussions involving personnel are considered confidential.

Questions about Agenda Items

Board agenda questions prior to the Board meeting and after the Board receives their Board Books, must be addressed by the Superintendent prior to the board meeting.

- All questions, information requested, or information provided regarding a specific board agenda item will be shared with all members writing via email regarding board agenda items with the name of the board member submitting the question or requesting the information.
- All questions or requests should be directed to the Superintendent.

Purchases over \$75,000

Agenda items for new proposals, programs, projects over \$75,000 or of significant impact on the educational process will be placed on the consent agenda for approval unless the purchase is related to approval of

construction projects.

Action Agenda Items

All Action items will be individual and not be listed as compounded votes. Any item such as facility change or Bond items, shall be included as an Action Item.

Consent Agenda Items

The Consent Agenda items will be all items except for major items. The items will address District business, which is recurring or routine in nature. The consent agenda will group together and acted upon by one vote without separate discussion. Voting results for all consent agenda items will be specified in the minutes.

Consent agenda items may include business reports, personnel approvals, purchases over \$75,000, donations to the district, annual approvals or any items discussed during previous workshops or board meetings.

Background materials for each agenda item will be furnished to the board in the meeting's supporting documents.

A trustee may request that an item be withdrawn for individual consideration. The best effort should be made to notify the Superintendent in advance, of any interest to pull a Consent Agenda Item for discussion during a Board Meeting. This will allow the Superintendent to prepare additional information for review during the public meeting.

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting Policy

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

Special Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

Any request for a Special meeting must be in writing to the Superintendent and the Board President with a statement specifically requesting a Special board meeting, including the agenda item(s) to be discussed. Special Meetings called by two or more board members must be requested at least five days prior to the requested meeting. This will allow the Superintendent 48 hours to develop the agenda, seek approval of the agenda and post within the required 72 hour minimum. The posting of the agenda and agenda review will follow the same process as a regular board meeting.

Executive Session

Agenda items for Executive Session must follow the legal requirements. Exceptions will not be permitted. The posted agenda will ordinarily list the topics to be discussed in executive session. Tex. Gov't Code 551.041

During Executive Session, the Superintendent will present information outlined on the board agenda. All information discussed in Executive Session is confidential and may not be discussed outside of the set time.

Entering Executive Session. The Board may enter into executive session after the following requirements have been met:

- The Board has first been convened in open meeting for which notice has been given.
- The presiding officer has publicly announced in open meeting that an executive session will be held.
- The presiding officer has identified the sections of Chapter 551, Tex. Gov't Code, which authorize the holding of such executive session.
- The presiding officer has publicly announced that no final action,

decision, or vote will be taken by the Board while in executive session.
551.101

Matters Under Discussion. Executive sessions are authorized for the following purposes:

- For a private consultation with the Board's attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Code of Professional Responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act (to be identified as Legal Matters in the notice). 551.071
- To discuss the purchase, exchange, lease, or value of real property and negotiated contracts for prospective gifts or donations (to be identified as Real Estate/Donations in the notice). 551.072
- To consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless such officer or employee requests a public hearing (to be identified as Personnel in the notice). Atty.Gen.Op. H-496 (1975), 551.074
- To consider discipline of a public-school child or children unless an open hearing is requested in writing by a parent or guardian of the child (to be identified as Hearings in the notice). 551.082
- To consider the deployment or specific occasions for implementation of security personnel or devices. 551.076
- To deliberate regarding the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives, to follow, in consultation with representatives of employee groups, under consultation agreements formerly provided for by Section 13.901 of the Texas Education Code. 551.083
- To discuss any other item authorized by law to be considered in executive session.

Actions, Decisions or Votes. No final action, decision, or vote shall be taken while the Board is in closed or executive session. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting. 551.102

Record of Items Discussed in Executive Session. The Certified Agenda is kept in the Superintendent's Office. These records are not subject to open

records and may only be opened upon direction of a judge's order.

No Board Member shall publicly discuss matters that were discussed in an executive session.

The superintendent shall attend and participate in all executive session meetings except when the board is considering the superintendent's contract, evaluation or performance or is resolving conflicts between individual trustees.

All final votes, actions, or decisions regarding the closed meeting items will be taken in open meeting.

In the event of the superintendent's illness or board president approved absence, the superintendent's designee shall attend executive session with permission from the board president.

The board president may invite individuals to address a topic during closed Meeting.

Only topics related to the cited section of the Texas Open Meetings Act prior to convening in closed meeting may be discussed in closed meeting.

Given the legal and sensitive nature of closed meetings, trustees understand that all such meetings are strictly confidential.

Public Participation

At all meetings of the board, the president shall allot time to hear persons who desire to make comments to the board.

The procedures for public comment will be printed on the agenda and/or the Board President may announce the rules for public participation.

Any person may address the board at a board meeting during Open Forums on the agenda. A citizen must register to speak using the appropriate forms and policies prior to the opening of the board meeting. At the direction of the president, public comments relating to a specific agenda item may be postponed until that item is discussed.

The president, upon reviewing the requests to speak and determining that

several persons wish to speak on the same topic, may direct those persons to combine their points and appoint one person to represent their concerns on that topic.

Speakers will be called on a first-come, first-serve basis except for current students who will always be allowed to speak first.

Individual time limits are a maximum of three (3) minutes. This time may be adjusted to accommodate a high number of speakers.

No action may take place in response, but the Board may consider future action.

Any complaints against employees must be made in closed session in accordance with Policy GF (Local).

Citizens who wish to file a complaint about specific employees will be directed to the district's grievance policy and made aware that public discussion of complaints against district employees may unduly prejudice the board if employees seek recourse through the formal grievance process.

Questions asked by the public on topics posted on the agenda may be answered during the discussion of that agenda item.

Comments or questions on topics not on the posted agenda may be referred to the superintendent for consideration and later response. The superintendent may designate an administrator to resolve concerns brought forth in public comment.

The board vests in its president or presiding officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules.

Response to Citizens Addressing the Board

- Trustees will listen attentively to comments.
- If a speaker brings a complaint about an individual district staff person, the president will stop the speaker and the speaker will be reminded of the formal grievance process available to them as outlined in policy.

Board Member Conduct

- All board members are expected to adhere to the Code of Ethics and be guided by Robert's Rules of Order and the Board Operating Procedures.
- Discussion should go through the President [(see Policy BE (LOCAL)], with questions to staff going through the Superintendent. The Superintendent will identify staff to answer questions on behalf of the Administration.
- If during a meeting, a Board member violates Robert's Rules of Order or the Board Operating Procedures, the following disciplinary procedures will be enforced:
 - President or any member will ask for a recess and the President and Vice- President will talk privately with the offending board member. If an officer is the offender, the other officers will speak to the offending Board Member.
 - If the offending member continues to be in violation, a public warning will be issued in open session, by the President.
 - If the offending Board member continues to be in violation, any member of the Board may call for removal of the offending Board member from that meeting, requiring a 2/3 vote according to Robert's Rules of Order for disruption of a Public Meeting, and/or public censure at a future meeting properly noticed under the Open Meetings Act.

Board Member Voting

- All members, including the Board President, will vote on all action items, making their vote clear to the public [see Policy BE (LOCAL)].
- As provided in Ed. Code 11.051 and Policy BE (Legal), at a Board Meeting, the Board must provide the Superintendent an opportunity to present an oral or written recommendation to the Board on any item that is voted on by the Board at the meeting before the vote is called.
- A member will not abstain from voting except by legal right which must be stated by the Board Member who wishes to abstain at that time.

Inappropriate Audience Participation

- When a member or members of the public are disruptive, they will receive a verbal warning from the Presiding Officer.
- When a member or members of the public continue with a second

infraction, the Presiding Officer will ask for the person or persons to be escorted out of the room and/or off the premises and he/she/they may not return during that meeting.

- Trustees will not respond to or enter discussion with the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled. Items not on the agenda are not allowed in discussion.
- The board designates the president as its spokesperson if a response to the speaker is required. The president will limit responses to those allowed by law:
 - Statements of fact, and
 - References to board policy.

Agenda item discussion by Board members

- Every Board Member will have the opportunity to discuss an item at least once before the item may be tabled or postponed.
- The Board President will read the agenda items and either call for a motion or call on the Board Member placing an item on the agenda to open discussion and explain their reasons for placing an item on the agenda.
- Presiding Officer or any Board Member will limit their discussion to the pros and cons of the item under discussion.

IV. Board Workshops

District workshops may be scheduled through the Board President. Workshops are intended to focus on additional information or in-depth review of specific topics related to finance, instruction and programming.

All Board Workshops are subject to the same legal and procedural requirements as regular board meetings.

V. Board Members

Authority of Board Members Board Policy BBE (Legal and Local)

Unless authorized by the board, a member of the board may not, individually, act on behalf of the board. The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act.

Requesting Information

A Board Member may request existing information and/or reports only through the Superintendent. The Board will be notified about all requests for information and all reports requested through the Superintendent.

All Board Inquiries will be submitted through the Superintendent's Office in by email requested, rationale of request or comments. Administration will acknowledge receipt of requests by the end of the second workday.

Consultation with the Attorney

In most cases, the Board will request the Superintendent to consult with the School District attorney on behalf of the Board. The Superintendent does not need prior permission to seek counsel on behalf of the School District. The Board President may consult with the attorney as deemed necessary.

Visiting Campuses/Departments as a Board Member

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations.

Board Members may attend special events on campuses to represent the Board in support of activities, PTA meetings, open houses, community functions, public meetings, and other events where the school community or general public is invited.

A Board Member who is at a campus or at any school function shall be expected to model exemplary behavior. Under no circumstances shall the

Board Member attempt to undertake a management role, usurp the authority of any District employees, or attempt to direct District employees in the conduct of their activities.

Board Members will call the Superintendent's office prior to visiting campuses or departments, if the Board Member is not acting as a parent or grandparent. Board Members shall comply with all posted requirements, while on school campuses.

Individual classroom visits will be made by invitation only, and campus administrators will be notified in advance. Trustees shall not visit a campus in an attempt to evaluate personnel on that campus.

Visiting Campuses/Departments as an individual

A Board member who is a parent, guardian or grandparent of a child at a campus may attend parent/teacher conference and other scheduled meetings at a campus on the same basis as other parents, guardians, and grandparents.

Campus staff members may have difficulty viewing trustees as parents, rather than as trustees. Therefore, when visiting a campus or classroom as parents, trustees shall:

- Make it clear that they are acting as parents,
- Follow the same rules and guidelines for all parents regarding campus visits,
- Never request nor accept extraordinary consideration for their children.

Visiting Campus/Department During Elections

Trustees running for re-election shall not request or accept support from district employees during work time or make campus visits in conjunction with campaigning for a board position.

Board Member Participation in Another Entity's Function or Meeting

If a quorum of the Board attends another entity's function or meeting, no member may answer questions, provide information or engage in a discussion of school business.

VI. Board Authority

Trustees as individuals shall not exercise authority over the district, its property, or its employees.

Trustees will avoid personal involvement in activities the board has delegated to the superintendent.

Representing the board of trustees

Except for appropriate duties and functions of the president, an individual member may not act on behalf of the Board without the express authorization of the board. Without such authorization, no individual member may commit the board on any issue.

A Board Member may, with approval of the Board, represent the Board at events, meetings or convenings outside of the Boardroom. (i.e. Chamber of Commerce, Rotary, etc.) Board members attending events on behalf of the board must provide regular updates through the Superintendent's office.

The Board of Trustees will hand students their diplomas during commencement. The graduation list will be split proportionately amongst the board members in attendance. The order of distribution will be the President, Vice President, Secretary and then by tenure of the remaining serving Board Members. Board Members may distribute a diploma to a family member not on their designated sheet according to the Nepotism Chart from the Texas Association of School Boards (TASB) for a student that meets the guidelines up to a third degree family member by blood relation or a second degree family member by marriage.

Board Members who do not run for re-election may participate in graduation ceremonies for the purpose of distributing diplomas to a family member (graduating son, daughter, grandson, granddaughter) if the family member is a graduating Senior in the May of such election year. For example, a board member opts to not run for school board in May of 2028, however, if their designated family member is graduating, they will be

permitted to distribute the family members diploma at the 2028 graduation ceremony.

VII. Board Officers

Role and Authority of Board Member and/or Board Officer

As set out in the Education Code §11.151 and Policy BAA (Legal), the Trustees, as a body corporate, have the exclusive power and duty to govern and oversee the management of the public schools of a district. (See Policy BAA (Legal) for duties.

No Board Member or officer has authority outside of a Board meeting.

Board members cannot direct employees about performance of duties.

The Board President shall:

- Preside at all Board meetings and provide every Board Member an opportunity to speak on all issues.
- Appoint committees if needed.
- Call special meetings.
- Meetings may be called by the Board President or by two Board Members.
- Sign all legal documents required by law after it has been reviewed by legal counsel.
- As a signer of all District checks, the President shall complete required documentation for the District's banking firm.
- The president is responsible for the new trustee orientation attendance and completion.
- The president is responsible for required annual Team of Eight training.
- The president may officiate at district events.

The Vice-President shall:

- Act in capacity of President in the absence of the President.
- Sign or countersign warrants or other documents as necessary.

The Secretary shall:

- Keep, or cause to be kept, an accurate record of the proceedings of Board Meetings.
- Send, or cause to be sent, all notices of Board meetings.

- Act in role of President in the absence of the President and Vice-President.
- Sign or countersign warrants and other documents as necessary.
- Along with the president, the secretary signs all required minutes, contracts, etc.
- The secretary is responsible for signing a certified agenda of all closed meetings.

Selection of Officers

At the first meeting after the election and certification of newly elected Board Members, the members of the Board shall organize by electing the following officers:

- A president, who shall have been a member of the Board for at least one year prior to election.
- A vice-president, who shall be a member of the Board.
- A secretary, who shall be a member of the Board.

A vacancy in the office of the president will be filled by the vice president. The board will elect an officer to any vacancy other than president.

VIII. Training

New Board Member Training

- All newly elected trustees are required to receive orientation.
- The superintendent's office is responsible for arranging this orientation.
- Suggested orientation topics include but are not limited to:
 - Board Operating Procedures,
 - Board Policy Manual,
 - District organizational chart and staff responsibilities,
 - Parliamentary Procedures, and
 - Regional, state, and national affiliations and activities.
- A newly elected or appointed trustee, having served less than 12 months, is required to complete training on a variety of topics, including, but not limited to:
 - Local orientation,
 - Introduction to the Texas Education Code (TEC),
 - Texas Open Meetings Act,
 - Cybersecurity,
 - Child Abuse Prevention,
 - Evaluating and Improving Student Outcomes (EISO),
 - Team Building, and
 - An additional 10 hours of continuing education in topics of choice.

Continuing Education Requirements for Board Members

Trustees are required to complete training as specified in the Texas Education Code: training requirements may be adjusted by the Texas Legislature, by the State Board of Education, or by the Texas Education Agency.

An experienced trustee, serving more than one year, is required to receive the following training, including but not limited to:

- Update to the TEC following a legislative session,
- Cybersecurity,
- Child Abuse Prevention,
- EISO training,
- Team Building, and
- An additional 5 hours of continuing education in topics of choice.

To the extent possible, the entire board shall participate in continuing education programs together.

Annually, as prescribed by law, each trustee's training hours will be read into the minutes, announcing the name of each trustee who has completed the required continuing education, who has exceeded the required hours, and who is deficient in the required hours.

Trustees may share information from continuing education programs/conferences during allotted time at board meetings or by written report, as appropriate.

Board Travel

The Board should also be held to the same requirements for travel as District employees. Board travel will be planned and budgeted for annually. Anything outside that plan, will be taken to the Board for prior approval.

In compliance with Board policy and administrative regulation, Board Member travel must be approved and processed by submitting the appropriate paperwork through the Superintendent's Office.

Travel arrangements will be handled through the Superintendent. All arrangements must be finalized at least two weeks prior to travel, unless extenuating circumstances exist.

- Travel to the Regional School Board Conference/Meetings will be selected by individual board meetings.
- TASB Winter Governance, TASB SLI and the TASB Delegate Convention will be offered to all Board Members annually. Any Board member selected for Leadership TASB will be permitted to travel at the district's expense.
- All Board Members will be invited to attend at least one legislative conference, advocacy training or capital visit annually. The Board will utilize the Board adopted advocacy plan and/or Board adopted legislative priorities.
- The Board will travel to at least one national conference per year.

- The Board may travel to support students in extra-curricular activities at the area level and above.
- Additional travel will be placed on the Board agenda for discussion.
- The Superintendent will oversee all arrangements for travel. The Superintendent will be required to attend all Regional, legislative/advocacy sessions, TASB and National Conferences, unless otherwise approved by the Board President. At the Superintendent's discretion, additional administrators may attend applicable trainings, with the Board.
- Advance for travel-related expenses will be paid for hotel, parking, flight/mileage and per diem. Additional expenses such as taxi, luggage fees and/or shuttle services will be reimbursed only with approved receipts. Please note that taxi/shuttle services are only permitted to and from the hotel and airport. Other expenses incurred during the conference will not be reimbursed. All expenses will be arranged to minimize travel costs. In state travel method will be determined by individual board members (mileage or flight). Out of state travel will be scheduled using an airline. If a board member opts to drive to an out of state event, mileage will be limited to the cost of the airline price paid for other board members.
- Based on the information provided, the Superintendent's Office staff will make transportation arrangements using the District's approved vendor(s) for travel and the Board's budget code for travel.
- Hotel reservations and conference registration will also be made by the Superintendent's staff using a corporate card issued in the name of the Superintendent or CFO. Use of personal credit cards is not permitted and will not be reimbursed. Each Board Member will be responsible for incidental fees while traveling. School District credit cards will not be used for incidentals.
- In the event that any other reasonable and allowable travel-related expenses are incurred by a Board Member requiring his or her use of personal funds, a written request for reimbursement must be submitted

with itemized, signed receipts for review, approval and processing by the Superintendent. The request and receipts must be submitted within seven (7) business days of the Board Member's return from travel to the Superintendent's Office. At the time of submission, the Superintendent will review the request and receipts in order to ensure all necessary information has been submitted. Requests not approved by the Superintendent within seven (7) business days of receiving the request and supporting documentation may be submitted to the Board President for consideration and approval at a called board meeting.

Late registration will be allowed for any trustee whose professional schedule may be unpredictable.

Cancellation of conference registration, hotel and travel accommodations, etc. must be completed within the allowable "cancellation" timeline established by the vendor or sponsoring entity. Every attempt must be made by the trustee to notify the Executive Assistant to the Superintendent of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the district shall be borne by the individual trustee responsible for the cancellation, unless the cancellation is the result of personal illness, family emergency, or a professional emergency.

Trustees shall submit a statement of all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to trustee expense reimbursement.

Trustee Vacancy

Trustee vacancies will be filled within the guidelines of state law.

Team of Eight Training

The Superintendent will coordinate an annual Team of Eight Training through the direction of the Board President. The training is required for all board members,

IX. Evaluation of the Superintendent

Evaluations will be conducted in closed meeting two times annually, approximately January and June.

Formative Evaluation

The formative evaluation process (June) will consist of the board meeting in closed session to review current district progress toward goals and objectives set forth in the previous superintendent evaluation.

The board will then discuss with the superintendent areas of accomplishment as well as areas in need of additional focus. The board may develop a document summarizing results of the formative evaluation.

The document will be signed by the president and provided to the superintendent in a timely manner.

The board may discuss the superintendent's contract at the formative evaluation; any modifications to the superintendent's contract require action of the board in open meeting.

Summative Evaluation

A summative evaluation will be conducted in closed meeting annually in January and must include discussion of the superintendent's contract.

The superintendent will prepare a State of the District report for board review and possible action.

During the summative evaluation meeting, the board may

- determine any modifications to the superintendent's contract,
- including, but not limited to, contract term extensions, salary increases, and changes in benefits.

Modifications to the superintendent's contract require action of the Board in open meeting.

Specific details of the superintendent's evaluation are to be kept confidential and are not subject to the Texas Freedom of Information Act.

The board shall strive to accomplish the following during the summative evaluation:

- Clarify to the superintendent his or her role, as seen by the board.
- Clarify to trustees the superintendent's role, as expressed in the superintendent's job description and the district's goals and objectives.
- Foster an early understanding among new trustees of the evaluation process and the superintendent's current performance objectives and priorities.
- Develop and sustain a harmonious working relationship between the board and the superintendent.
- Identify accomplishments and areas of improvement, as applicable.

The Superintendent evaluation shall be completed no later than January 30th of each year.

The Superintendent will be provided a copy of the Board evaluation instrument at least 90 days prior to the evaluation.

Each Board Member will have the opportunity to individually complete an evaluation instrument prior to the board meeting for the evaluation of the Superintendent.

The final evaluation of the Superintendent will be based on consensus of the Board.

X. Evaluation of the Board

Board Evaluation/Team Building

- The board is required to participate in a minimum of three contact hours of Board Team Building annually.
- Board Team Building may be used to review and modify board priorities that will be used to establish district goals and objectives that guide planning and budgeting.
- The board may also use this time to conduct a board self-evaluation. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include:
 - Board operating procedures,
 - Trustee training,
 - Conflict resolution,
 - Working relationships with the superintendent,
 - Conduct of board meetings,
 - Long-range planning and goal setting,
 - Relationship with the community, and
 - The board's role in achieving district goals and objectives.

Evaluation of the Board BG (LOCAL)

The Board will evaluate itself annually to measure effectiveness.

Evaluation of the Board will be conducted in a workshop session by the end of the fiscal year, as per BBD (EXHIBIT).

XI. Communication

It is important for each Board Member to be accessible to their constituents and the District Administration via phone, email and mail as means of communications. The District will communicate with the Board members via email, phone calls, Remind and/or Board Book.

Information sent to any Board Member will be distributed to all Board members.

Board members will keep the Superintendent informed of issues important to the District.

Individual Board members cannot speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board without prior authorization of the Board.

The Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the Administration (except for Hot Line Reports).

The Board, individually and collectively, shall not discuss public business or public policy over which the Board has control with employees of the District other than the Superintendent. Furthermore, the Board, individually and collectively, shall not have discussions with anyone regarding an employee's employment, assignment, reassignment, salary and benefits, evaluation, or other terms and conditions of employment with any employee other than the Superintendent.

The Board agrees to address and resolve all disputes, disagreements, and complaints with the Superintendent in a professional, timely, and legal manner.

Individual Board members shall not meet with or discuss District business with vendors, current or prospective unless discussed as part of the board agenda in open session unless otherwise permitted by law.

Communication with Other Trustees

Communication with other trustees (in any forum other than a meeting duly posted, in which a quorum is present) regarding district issues/items should be avoided to ensure compliance with the Texas Open Meetings Act.

Board electronic and written communications regarding district issues should be routed through the superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between trustees. All questions and information will be reported to all board members through written weekly reports and with the name of the board member submitting the question or requesting information.

Trustees shall be cognizant of The Texas Open Meetings Act responsibilities to avoid walking quorums.

Response to Signed Letters of Complaint

The Lake Dallas ISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent for a response, with a copy sent to all the Board members.

Communication with the public

- Trustees are encouraged to participate in community activities as liaisons between the public and the district. When doing so, trustees are expected to:
 - Relay information about district goals,
 - Clarify a trustee's limitations, obligations, and responsibilities as an individual member of the board,
 - Support Board of Trustees decisions,
 - Interact in a positive manner,
 - Listen politely and respectfully to comments,
 - Make no commitment on behalf of the board or district,
 - Avoid criticizing district personnel, and
 - Refer questions about specific district activities to the appropriate staff person who can best answer the questions.

Response to anonymous letters of complaint

The Board and Superintendent shall not respond or investigate anonymous complaints.

Communicating with the Media

- The president or, in his or her absence, the vice president will serve as the board spokesperson to the media on issues regarding board actions.
- The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on district issues.
- Trustees asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual trustee and not representative of the board as a whole or of the district.
- Trustees should notify the Superintendent any time a request for comment or interview is made by members of the media in order for interviews to be coordinated and scheduled.

Communication from vendors

Members of the Board of Trustees shall not knowingly accept or engage in communication, which is initiated by vendors, proposers or potential proposers or their respective agents (“Vendors”).

If approached by a Vendor regarding any issue related to an ongoing solicitation the Board Member shall take the following action, upon determining the prohibited nature of the communication:

- Immediately terminate the communication.
- Refer the individual to the Superintendent, as appropriate, for any information requested.
- Notify the Superintendent of the improper contact.

If the communication involves a Public Complaint, the Vendor should be referred to the Superintendent.

Contact with potential District vendors even when not involved in an ongoing solicitation should be minimized by Board Members to the extent possible to avoid the appearance of impropriety. If approached by a vendor regarding doing business with the District, a Board Member shall refer the individual to the Superintendent or information regarding doing business with the District.

If competitive procurement is required by law, or policy, Board Members shall not recommend or comment on the desirability of any particular vendor, proposer or potential proposer. The Board is permitted to reject the recommendation of the selection committee or Administration and select a

different vendor from among the proposers. The Board's re-evaluation shall be based solely upon the criteria published in the RFP or solicitation and not based upon their personal views.

Under the Professional Services Procurement Act, a provider of professional services may not be selected on the basis of competitive bids. The selection and award for such services must be based on demonstrated competence and qualifications to perform the services, for a fair and reasonable price. Accordingly, the qualifications of and award to professionals responding to a request for qualifications may be discussed and considered by the Board. See Board Policy CH (Legal).

The Superintendent will present recommendations regarding purchases to the Board through meeting agendas. All discussions regarding purchasing will be shared with all Board Members.

XII. Requesting Information. Board Policy BBE (Local)

No individual Board member shall 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. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action. Any requests for information to the Superintendent will be included in the weekly report with the name of the board member requesting the information.

Access to Information

An individual trustee, acting in his or her official capacity, shall have the right to see information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.

- Individual trustees shall not have access to confidential student records unless there is a legitimate educational interest in the records in accordance with board policies.
- All requests by a trustee for compilation of data, other than copies of existing records, shall be directed to the superintendent. The superintendent will prepare requested reports and distribute them to the entire board. If the preparation of the requested report is expected to consume excessive staff time and resources, the superintendent will confer with the president to determine whether the requested report should be placed on an upcoming agenda for possible action.
- In general, requests for information made by one trustee that require compilation of a written report shall be shared by the superintendent with all trustees.
- A family member (related by consanguinity “blood” within the third degree or by affinity “marriage” within the second degree) of a trustee should not serve on district committees. Appointment of a family member diminishes the perception of transparency as well as trustee access to information which should be equal and timely for all trustees.
- Trustee participation in organizations as a representative of the Board of Trustees should be the President or the President’s designee. If a trustee cannot regularly attend, a new trustee should be designated.

Information from these meetings is reported to the board by sending all notes/summaries to the Superintendent to distribute in weekly updates.

Communication with attorneys. Board Policy BDD (Local)

Individual Board members shall channel legal inquiries through the Superintendent, Board President, or Board's designee, as appropriate, when seeking advice or information from the District's legal counsel. Advice from legal counsel shall be reported to the Board upon request of the Board or when deemed necessary by the Superintendent, Board President, or Board's designee.

XIII. Complaints

Complaints or Concerns to Trustees

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy.

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

- Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
- Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue.
- Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
- Employees, students, parents, or other members of the public who bring concerns or complaints to an individual trustee shall be directed by that trustee to the district's chain of command process to insure active, effective communication.
- The complainant should first discuss the problem with the person in authority closest to the problem.
- As Trustees, we want to help, but by becoming involved early in the process, we risk endangering our responsibility of serving in a Level III Grievance should the issue progress. If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person.
- The administrative supervisor will help the complainant initiate any correspondence or forms required by policy and attempt to resolve the complaint.
- If still not satisfied, the complainant may appeal to the superintendent or a designee for resolution.

- If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the board following local policy.
- Trustees should notify the superintendent of the complaint, as necessary. If an administrative response is required, the superintendent or designee will reply to the email with a copy of that reply being sent to each trustee for information.
- As necessary, the superintendent or designee shall guide the complainant to the appropriate staff member as outlined in the board policy complaint process.
- When the concern or complaint directly pertains to the board's own actions or policy, for which there is an administrative remedy, the trustee may request that the issue be placed on the board meeting agenda.
- Anonymous calls or letters will not receive the board's attention, discussion, or response and will not be referred to the administration for action.
- When a complaint regarding the superintendent is received by a trustee, the trustee may forward the complaint to the president. If the receiving trustee and/or president deem the complaint worthy of further consideration by the board as a whole, the complaint should be discussed at the next board meeting if urgent or during the superintendent's next evaluation.

Citizen Request/Complaint to Individual Board Member

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

- Remind the citizen of due process and that the Board Member must remain impartial in case the situation goes before the Board.
- Refer citizen to the Superintendent's Office.
- Board Member shall inform the Office of the Superintendent but should not discuss the complaint with any other District personnel.
- When appropriate, the Superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board member.
- The Board, individually or collectively, shall promptly refer all significant criticisms, complaints, and suggestions, regardless of the source, called to its attention to the Superintendent for study and appropriate action or recommendation. The Superintendent shall promptly investigate such matters and shall inform the Board of the results or status of such matters.

- Any anonymous complaints will not be investigated by the Board or the Superintendent.

Responding to Employee Complaints

- Employees may not contact Board Member for School-based issues.
- When an employee contacts a Board Member about a grievance, the Board Member should:
 - Remind employee of chain-of-command.
 - Remind employee of the due process procedure and remain impartial.
 - Board Member should discuss the incident with the Superintendent in a confidential fashion but should not discuss the incident with any other district personnel.

XIV. Conflicts of Interest

Chapter 176 of the Texas Local Government Code requires a records administrator of a school district to file a conflicts disclosure statement if:

- the school district has contracted with a person or is potentially conducting business with the person, and the superintendent, trustee or a family member of any of these is either an employee or has a business relationship with the person, and receives taxable income or has been given by a person one or more gifts that have an aggregate value of \$250.00 in a year preceding the date the local government official became aware of the facts that trigger the filing requirement. The statement must be filed with the records administrator no later than 5:00 p.m. on the 7th day after the date the officer becomes aware of the facts that

XV. Participation in District Commencement Exercises or as a Board Representative at District Activities

Sitting trustees are encouraged to participate in district commencement exercises. Trustees retiring from board service at the end of their term may be allowed to participate in commencement exercises if desired in a commencement occurring within 30 days of their retirement.

XVI. Board Operating Procedures

Reviewing Board Operating Procedures

- Standard Board Operating Procedures will be reviewed and updated annually as a part of Board training and orientation.
- The Board will review and/or adopt the Board Procedures and Board Code of Conduct annually, at a regular monthly meeting.
- These Board Procedures are intended to guide and assist the Board of Trustees in the conduct of its business. They are not intended to confer legal rights on any other person.
- These Board Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between these Procedures and Local Board Policy, every effort will be made to revise Board Procedures to reflect Board Policy or state or federal law.