JARRELL ISD
BOARD OPERATING PROCEDURES

2025-2026 School Year
October 15, 2025

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1. Beliefs, Values, and Strategic Focus

We, the Board of Trustees of the Jarrell Independent School District, believe that Jarrell ISD is more than a learning community. Jarrell ISD is a family.

We believe our community has the most capable students and that our students' families are worthy of our best leadership effort.

We believe teachers respond to a noble call when they take on the role of an educator and we are committed to making sure educators feel supported as they exercise their gift at Jarrell ISD.

We believe every aspect of our community should contribute positively to the safety and education of our students and that the Board must lead in fulfilling this charge.

We, the Board of Trustees of the Jarrell Independent School District, are fully committed to regularly evaluating our performance and using the results of those evaluations to improve continuously. On behalf our community, we promise to:

- Represent our community with pride.
- Seek buy-in from families as often as possible.
- Work to make families feel wanted and welcome.
- Recognize the hard work of our students and teachers.
- Work to build an inclusive culture.
- Inspire faith in our system.
- Build collaborative relationships throughout the community.
- Work professionally and thoughtfully as a focused Board of Trustees.

To ensure the board conducts its business in an orderly fashion and fulfills its commitment to oversee the education of Jarrell ISD students, the board adopts these operating procedures in addition to statutes required by law. The board will amend these procedures as required by statute and in order to fulfill its commitment to the Jarrell Independent School District.

2. Board Annual Strategic Focus

a. In consultation with the superintendent, the board will adopt an annual strategic focus each new school year.

b. The annual strategic focus shall align with district goals and shall guide board deliberations and agenda preparation when possible.

c. In consultation with the superintendent, the board may amend its annual strategic focus any time in the school year to provide more effective governance and oversight to the district.

3. Developing Board Meeting Agenda

a. The board will maintain an annual calendar with a month by month listing of agenda items and reports to the board.

b. Board members shall be notified of a meeting at least 72 hours prior to a regular or special meeting.

   i. Board members will be advised through the administration via e-mail, regular mail, phone calls, or district calendars.

c. Who can place items on agenda? *BE(LOCAL)*

i. In consultation with the board president, the superintendent shall prepare the agenda for all board meetings.

ii. The superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a board member. Any two board members must jointly request an item to be added to the agenda, with the board president able to serve as one of the two. If the board president agrees with the request, the item is added. If not, the board member will need to find another board member to support it. Any board member may request that a subject be included on the agenda for a meeting.

iii. The deadline for submitting items for inclusion on the agenda is the seventh business day before posting.

iv. 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 the board president's approval.

v. The board president shall ensure that any topics the board or individual board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time within 30 days of the initial request.

vi. Complaints brought by parents/students, employees, or the public will not be placed on the agenda by any Board member, except in accordance with Board policies *FNG(LOCAL)*, *FOD(LEGAL*), *DGBA(LOCAL)*, and *GF(LOCAL)*.

d. Use of Consent Agenda

i. To expedite board meetings and address routine and reoccurring business in an efficient manner, the board will use a consent agenda. The superintendent, with the board president's approval, shall determine which items qualify for inclusion on the consent agenda.

ii. Background information and supporting material for each consent agenda item will be provided to the board in the Board Packet and in the meeting's supporting documents.

iii. Board members may request a removal of an item from the consent agenda by notifying either the superintendent or board president at any time after the agenda is posted and before the consent agenda is voted on. Members are encouraged to make this request as early as possible, ideally before the meeting begins.

iv. For board member frame of reference, consent agenda items might include the following:

- Routine Items.
- Annual Renewals of Region XVII and TEA Items.
- Gifts, Donations, and Bequests.
- Budget Amendments.
- Tax Refunds of more than $500.

- Minutes of Regular and Special Board Meetings.
- Updates of Board Policy.
- Routine Personnel Items.
- Routine Bid Recommendations.
- Changes to Regular Board Meeting Date, Time, and Location.

v. All personnel issues must be conducted in a closed session unless specifically required by the Texas Open Meetings Laws, including, but not limited to Section 551.071—Consultation with Attorney; 551.074— Personnel Matters; 551.072—Real Property; 551.082—School Children/District Employees/Disciplinary Matter or Complaint; 551.0821—Personally Identifiable Student Information.

vi. Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Records Act, cannot be placed on the open agenda.

4. Conduct During Board Meetings

a. Anytime four (4) or more board members are gathered to discuss school district business, it is considered a meeting.

b. A member or group of members of a governmental body commits an offense if the member or group of members knowingly conspires to circumvent this chapter by meeting in numbers less than a quorum for the purpose of secret deliberations (Government Code Sec. 551.143).

c. Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.

d. Board Member Conduct

i. The board will observe the parliamentary procedures in Robert's Rules of Order except as otherwise provided in board procedural rules or by law.

ii. Board members are expected to attend and participate in duly called meetings of the board. Board members will come to board meetings prepared to discuss and act on all items on the agenda.

iii. Prior to each board meeting, each board member is expected to:

- Review all material in the Board Packet.
- Review all consent agenda items and resolve any questions regarding agenda items by contacting the superintendent.

iv. Each board member is responsible for ensuring that his/her comments remain focused on agenda items.

v. The board president or presiding officer will ensure that all deliberations are related to agenda items and will rule unrelated deliberations as "out of order."

vi. The board will not entertain comments or discussion on individual district personnel in open session unless required by law.

vii. The board will not entertain comments or discussion on individual students in open session unless required by law.

e. Voting

i. All board members will vote on all action items except when there is a legal conflict of interest of a conflict that would impair the board member's judgement in violation of Board Member Ethics (this should occur rarely).

ii. All voting shall be by voice or show of hands and shall be recorded in the official minutes. No vote shall be by secret ballot. All votes and lack of votes shall be recorded.

iii. Each board decision, even when there are dissenting votes, shall be an action by the whole board and binding upon each member.

iv. Individual board members are encouraged to express their opinions during the discussion of motion, but following the vote, members shall publicly discuss only the decision of the whole board. Regardless of the outcome of the vote, all members are expected to support the board's decision.

f. Citizen Conduct

i. Audience participation at a board meeting is limited to the portion of the meeting designated to receive public comment in accordance with Policy *BED(LOCAL)*. At all other times during a board meeting, the audience shall not enter into discussion or debate on matters being considered by the board, unless requested by the presiding officer.

ii. At <u>regular</u> board meetings, the board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

iii. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

iv. Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the board.

v. A member of the public who will be accompanied by a translator must notify the district at the time of signup. A member of the public who addresses the board through a translator must be given at least twice the amount of time as a member of the public who does not require the assistance of a translator in order to ensure that non-English speakers receive the same opportunity to address the board.

vi. Except as permitted by policy *BED(LOCAL)* and the Board's procedures on public comment, an individual's comments to the board shall not exceed 3 minutes per meeting.

vii. Generally, public comment will occur at the beginning of the meeting. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time

limit for public comment and adjusting the time allotted to each speaker.

However, no individual shall be given less than one minute to make comments.

viii. Specific, factual information or recitation of existing policy may be furnished in response to inquiries, but the board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Board members, including the board president, are discouraged from responding or engaging in discussions with speakers or the audience during public comment. Agenda items will be discussed at the appropriate time, and non-agenda items is not permitted. The superintendent may follow up with speakers at their own accord or at the request of a board member after the board meeting.

ix. The presiding officer or designee shall determine whether an individual addressing the board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

x. 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 individual 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 individual removed from the meeting.

g. Conduct for Level 3 Hearing

i. Hearings may be done in open or closed session, depending on the situation.

ii. During the hearing, the board is assembled to gather input only.

iii. The board 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.

iv. Rules for hearing will be strictly adhered to:

- Response will be limited to 10 minutes (or assigned/modified by the board president).
- The board will accept written and/or oral testimony.
- The board will not allow duplicate testimony.
- The board will not allow derogatory comments.
- The board may adopt additional rules as it deems appropriate.

v. At the conclusion of the hearing or at a subsequent meeting, the board will determine the results of the hearing.

5. Individual Board Member Request for Information

a. To facilitate the required tracking under Texas Education Code section11.1512, the board adopts the following operating procedures:

i. Tracking is not required by Section 11.1512 when a board member requests records or a report during a board meeting.

ii. If a board member, acting in his or her official capacity, requests specific record maintained by the district from the superintendent outside of a board meeting, the superintendent will respond by informing the board member that the request is subject to being tracked under Section 11.1512 and providing the member the appropriate form for a board member's request for records.

iii. If the board member proceeds with the request and completes the form, the administration will track the request and respond in accordance with administrative regulations. For tracking purposes, the "cost" of the request will be calculated as if the board member requested one complete set of the records, even if duplicates are provided to the rest of the board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will actually be charged to the board member.

iv. If the board member's written request seeks access to records that are confidential under the Texas Public Information Act or other law, the superintendent may provide access to the records in full, provided that the board member is making the request in his or her official capacity. If the district provides the records or documents, additional security controls may be required.

v. If a board member wishes to request district records in a personal capacity, as opposed to his or her official capacity as a board member, the member may use the district's procedure for requests for public information by the public. The district will respond to the request following its standard procedures for all public information requests.

vi. Written responses to information requests from the board will be distributed to all board members in a timely manner.

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

6. Board Member Visit to School Campus

a. Board members are encouraged to attend special events on campuses to represent the board in support of activities.

b. Board members should wear some form of identification (name badge or district ID) when visiting campuses in an official capacity.

c. Board members should follow all standard procedures for visitors/guests when visiting campuses.

d. Board members are not to visit campuses or teachers' classrooms for the purpose of

evaluation or investigation.

e. Board member visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment (GKC Local). Board members shall give the superintendent advance notice of the visit.

f. Board members must inform the Superintendent of any individual visits to campuses in the capacity of a trustee when they are not attending a scheduled activity. The Superintendent will then communicate this information to all board members.

7. Communications

a. The superintendent will be available to confer with board members to discuss district issues on an as needed basis, communicating critical information to all board members in a timely fashion within context of the Open Meeting Acts.

b. Board members will keep the superintendent informed of critical issues as the board members become aware of them. In responding to a specific board member email, the superintendent may use discretion in determining if all board members should receive a reply.

c. The superintendent may meet with the board president on a routine basis to discuss issues of the district.

d. The superintendent and board president will communicate information in a timely manner to all board members.

e. The board will communicate with the community through public hearings, regular board meetings, surveys, and publications.

f. Board members are board members only in duly called open meetings and cannot speak in an official capacity outside the boardroom, unless expressly authorized by board action.

g. Every effort will be made by board/administrative team to communicate effectively with each other so that decisions will be based upon the best information and facts available.

h. Communication Between Board Members
(includes electronic communications, email correspondence and text messaging)

i. Board Members may communicate with each other on a one-to-one basis.

ii. To avoid violations of the Open Meetings Act, board members should not gather in groups larger than two at social functions or discuss board related business.

iii. Board members not serving on the committee should not attend the committee meetings unless it has been posted according to the Open Meetings Act.

iv. Communications should not be sent from one board member to more than two other board members, regardless of whether a reply is requested, expected, or received.

v. Board members who receive a message should not forward it if doing so would result in a quorum of board members receiving the message, including the original sender and recipients.

vi. If a board member wishes to share information with the entire board, they must first submit it to the superintendent, who will provide the information to all board members.

vii. Board members are prohibited from responding to or forwarding any electronic communications to all recipients. All written communications related to school business may also be subject to disclosure under the Texas Open Records Act.

i. Communication with District Staff

i. Board members have the right to communicate with the district regarding their own children.

ii. Board members have the right to communicate with the district staff in personal or social settings, provided these interactions do not undermine the superintendent's authority. Circumvention occurs when the board member's intent is to gather, persuade, direct and/or obtain information from employees without knowledge or consent of the board or superintendent.

j. Communication with the Superintendent

i. The superintendent will provide board members with a weekly update summarizing district matters (i.e. occurrences, initiatives, challenges, etc.).

ii. Board members are encouraged to meet with the Superintendent regularly for individual discussions.

k. Community members may contact the board and administration through the District Administration Office.

8. Media Inquiries to the Board

a. The board president and/or his/her designee shall be the official spokesperson for the board to the media/press on issues of media attention. The superintendent and/or Communications Director shall be the official spokesperson for the district.

b. All board members who receive calls from the media should refer them to the superintendent or the board president, as appropriate, and notify the superintendent and board president of the call.

9. Phone Calls, Letters, and Email

a. The board encourages input; however, anonymous calls or letters should not usually receive board attention, discussion, or response and will not result in directives to the administration.

b. Typically, only signed letters will be forwarded to the superintendent, who will respond and send a copy to the full board.

10. Citizen Request/Complaint to Individual Board Member.

a. Board members should not participate in a discussion regarding a complaint. Instead, the board member shall:

i. Remind the citizen of due process [FNG(LOAL) and GF(LOCAL)] and that the board member must remain impartial in case the situation goes before the board.

If employees, parents, students, or other members of the public bring concerns or complaints to a board member, they should listen politely and encourage them to seek resolution at the source (i.e. teacher, principal, etc.) or refer them to the superintendent or other appropriate administrator. Board members may remind patrons that they have no individual authority and would need to recuse themselves should the issues comes before the board as a grievance or complaint. Regardless of the circumstance, the board member must notify the superintendent of the complaint.

ii. Refer citizen to appropriate person in the chain-of-command.

Complaints received by email will typically be responded by the superintendent on behalf of the board. Individual board members may respond to constituent emails with a polite acknowledgement and inform the sender that the issues have been referred to the superintendent.

iii. If appropriate, board member shall inform the superintendent of the complaint.

Board members must not conduct their own investigations of allegations. Board members should first inform the superintendent of any complaints, and if they are dissatisfied with the superintendent's response, they may bring the matter to the board's attention if appropriate for executive session.

iv. The Board of Trustees encourages input. However, anonymous calls or letters, except those that present a clear and immediate threat to safety of persons or property, will not be considered for the Board's attention, discussion, or response, and will not result in directives to the administration. Confidentiality will be strictly maintained whenever possible.

11. Employee Request/Complaint to Individual Board Member

a. Board members should not participate in a discussion regarding a complaint. Instead, the board member shall:

i. Remind the employee of due process [DGBA(LOAL)] and that the board member must remain impartial in case the situation goes before the board.

ii. Refer employee to appropriate person in the chain-of-command.

iii. If appropriate, board member shall inform the superintendent of the complaint.

12. Criteria and Process for Selecting Board Officers

a. Board officers are nominated and elected annually following the reorganization of the board after the November board member elections.

b. Selection of board officers will be governed by district policy BDAA(LOCAL).

c. Officers will be elected for the position of President, Vice-President, and Secretary by the members of the board present and voting. The board Vice- President shall assume position of President only if a vacancy in that office arises and is elected to that position.

d. A majority of the board may call for officer elections at any time during the year if they deem it necessary.

e. No board president or vice-president can hold office without serving a minimum of 6 months on the board prior to the election.

f. A vacancy among officers shall be filled by a majority action of the board.

g. Officers shall serve a term of one year and may succeed themselves in office BDAA(LOCAL).

13. Role and Authority of Board Member and Board Officers

a. No board member or officer has authority except when the board meeting is in session.

b. No board member can direct employees regarding performance of their duties.

c. Regarding hiring personnel, the following shall apply:

i. The superintendent has sole authority to make recommendations to the board regarding the selection of contractual personnel.

ii. The board delegates to the superintendent final authority to hire noncontractual personnel on an at-will basis.

iii. The principal must approve each teacher or staff appointment to the principal's campus from a pool of applicants.

iv. All board members are expected to complete all continuing education requirements within the allotted time frames set by the state.

v. Newly elected board members are required to review the Board Operating Procedures within the first six (6) weeks of their term.

vi. The board corporately has the following authority:

- Govern and oversee the management of the district.
- Employ and appraise, at least annually, the superintendent.
- Levey and collect taxes and issue bonds.
- Adopt and file an annual budget.
- Have district financial accounts audited by a Texas certified accountant at the conclusion of each fiscal year.
- Publish an annual report describing the district's educational performance.

- Receive bequests and donations.
- Select a depository for district funds.
- Call elections and canvass the returns.
- Acquire and hold real and personal property in the name of the district.
- Execute, perform, and make payments under contracts, including leases, leases with options to purchase, and installments.
- Exercise the right of eminent domain to acquire property.
- Adopt and periodically review district policy.

vii. The Board President shall:

- Preside at all board meetings.
- Cause committees to be formed when deemed necessary and shall review and make committee appointments annually.
- Call special meetings.
- Sign all legal documents required by law.
- Fulfill all duties and obligations as required by board policy and state and federal statutes, regulations, and rules.
- Have the right to discuss, make motions and resolutions, and vote on all matters coming before the board.

viii. The Vice-President shall:

- Act in the capacity of the president in the absence of the president.
- Fulfill all duties and obligations as required by board policy and state and federal statutes, regulations, and rules.
- Become president of the board only if elected to the position of president.

ix. The Secretary shall:

- Be responsible for accurate recording of board meetings.
- In the absence of the president and vice-president, call the meeting to order and act as presiding officer.
- Sign or countersign documents as directed by action of the board.

14. Role of Board in Executive Session

a. The board can only discuss those items listed on the agenda and permitted by law in executive session in accordance with Texas Government Code Chapter 551.
b. During executive session, any unauthorized recording is prohibited and any notes and/or handouts must be shredding prior to exiting.
c. All votes must be made in open session.
d. Information received during executive session shall remain confidential.

15. Superintendent's Role and Authority

a. The role of the superintendent shall be the educational leader and chief executive officer of the district.

b. In accordance with policies *BJA(LEGAL)* and *BJA(LOCAL)*, the authority and duties of the superintendent include:

i. Assuming administrative responsibility and leadership for the planning, operation, supervision, and evaluation of education programs, services, and facilities of the district and for the annual performance appraisal of the districts' staff.

ii. Assuming administrative responsibility and leadership for the assignment and evaluation of all personnel of the district other than the superintendent and making recommendations regarding selection of such personnel.

iii. Initiating the termination or suspension of an employee or the nonrenewal of an employee's term contract.

iv. Managing the day-to-day operations of the district as its administrative manager.

v. Preparing and submitting to the board a proposed budget.

vi. Preparing recommendations for policies to be adopted by the board and implementation of adopted policies.

vii. Provide leadership for the attainment of student performance in the district based upon the state's academic excellence indicators and other indicators as may be adopted by the state board or local board.

viii. Prepare board agendas and meeting materials in cooperation with the board president.

ix. Accurately prepare and submit in a timely manner any and all reports required by TEA, federal and state agencies, the board, and courts of law.

x. Direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively. *See CAA(LOCAL), Financial Ethics.*

xi. Ensure district compliance with all applicable state and federal requirements.

xii. Develop, evaluate, and revise annually the District Improvement Plan, with the assistance of the District Improvement Team.

16. Superintendent and Board Evaluations

a. Evaluation of the superintendent will be conducted annually in accordance with district policy BJCD(LOCAL). The evaluation instrument shall have been developed collaboratively between the superintendent and board, adopted in advance, and shall be based upon observable, job-related behavior.

b. The board will develop and review outcome-based evaluation instruments annually for both the superintendent and the board.

c. The superintendent's evaluation is confidential by law and may not be disclosed without the superintendent's consent.

d. The board's self-evaluation is a public record subject to disclosure upon request.

17. Annual Board Orientation and Reorientation

a. Board members shall review the Board Operating Procedures after reorganization of the board in November every year.

b. Board members shall annually review the Board Annual Strategic Focus and Statement of Beliefs contained in the Board Operating Procedures.

c. A work session may be called to update Board Operating Procedures, Statement of Beliefs, and Board Annual Strategic Focus if necessary.

d. District Policy BBF(LOCAL), Board Member Ethics, will also be reviewed when the board reviews the Board Operating Procedures.

18. Campaigning for Re-Election

a. School district employees, during work hours, will not be solicited for endorsements 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 a candidate running election for re-election as per the Texas Education Code Section 11.168, as amended by the 79th Legislature, 2005.

b. The board as a whole will not endorse any candidate running for public office.

c. Board members, as private citizens, may endorse any candidate of their choice and may put endorsements signs on their private property.

19. Appendix-Board Policies

This board operating procedures document is not a comprehensive list of board policies. A complete listing of the Jarrell Independent School District's policies can be found online at https://pol.tasb.org/Home/Index/1243.

A topical index of commonly referenced board policies is listed below and will help you locate specific polices.

- BBD (EXHIBIT): State Board of Education 5 – Pillar Framework for School Board Development
- BBE (LOCAL): Board Member Authority
- BBF (LOCAL): Board Member Ethics
- BDAA (LOCAL): Board Officers Duties and Requirements
- BE (LOCAL/LEGAL): Board Meeting Definition and Rules
- BED (LOCAL): Public Participation and Comments at Board Meetings
- BJCD (LOCAL): Superintendent Evaluation
- CAA (LOCAL): Fiscal Management and Financial Ethics
- DGBA (LOCAL): Personnel-Management Relations and Employee Complaints/Grievances
- FNG (LOCAL/LEGAL): Student Rights and Responsibilities and Parent Complaints/Grievances
- FOD (LOCAL/LEGAL): Student Expulsion
- GF (LOCAL): Public Complaints