SAN BENITO CISD BOARD OF TRUSTEES
Board Operating Procedures

The San Benito CISD Board of Trustees welcomes public participation in the school district. The information in this brochure is designed to define some of the policies and procedures used during the meetings as well as to provide a review of several practices of the SBCISD Board of Trustees.

1. Developing the Board Agenda

The Board meeting agenda is finalized three business days prior to a Board meeting. Any Board member may make an agenda request at least four days prior to a Board meeting. In accordance with the Texas Open Meetings Act, the Board agenda must be posted no less than 72 hours prior to a Board meeting, except in an emergency. All agendas are posted at the front entrance of SBCISD Administration building and on District's website.

The Superintendent will provide Board members with Board packets three business days prior to a Board meeting. The Superintendent will provide the Board with a contact person for each agenda item. Board members are encouraged to contact the designated staff member for questions.

Information in response to a Board member's question will be provided to all Board members.

The Board and Superintendent will maintain a continuous calendar for the year but may add agenda items as appropriate.

2. Board Agenda Format

Placement of items on the agenda [Ref Policy BE (LOCAL)]:

- Tentative agendas are created by the District administration & President and presented to the Board in advance for discussion and modification.
- Board members must request to the Board President, in writing, any item(s) they wish to have considered for placement on the agenda.
- Items may be placed on the agenda by the Superintendent, the Board President, or through a request by any Board member.
- In accordance with the Texas Open Meetings Act, no person can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as per Texas Government Code.

Items which cannot be placed on the agenda for open discussion and/or action (i.e., these must be discussed in Executive Session):

- All personnel issues unless specifically required by the Texas Open Meetings Act.
- Any item that violates the right to privacy as defined by the Texas Open Meetings Act and Public Information Act.

Proper use of the consent agenda:

The School Board may consider the following items as part of its consent agenda, including, but not limited to, the following:

Routine items;
Annual renewals and TEA items;
Budget amendments;
Tax refunds for more than $500;
Gifts, donations, and bequests;
Financial information;
Minutes of regular and special Board Meetings;
Minutes of joint meetings;
Updates of board policy;
Routine personnel items;
Routine bid recommendations; and/or
Contracts.

3. Special Committees

The SBCISD Board of Trustees operates using two standing committees: Administrative and Building.

- Per Policy BDB (LOCAL), the function of committees shall be fact-finding, deliberative, and advisory, but not administrative.
- The President of the Board and the Superintendent shall be ex officio members of all Board committees.
- Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as public record.

4. Public Addressing the Board

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. 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.

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

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. Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per 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.

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.

5. Meeting Procedures and Information

The Board shall observe *Robert's Rules of Order* parliamentary procedures. The Board President will preside at all meetings and recognize each Board member prior to any questions or discussion on agenda topics.

In case of a tie vote, the motion fails. Once a vote is taken, all Board members are expected to support the majority decision.

No Board member has authority outside of a Board meeting. The Board's authority is as a "Body Corporate."

6. Communications

The Superintendent will communicate with all Board members weekly or more often, as the need arises. In addition, the Superintendent shall provide access to all agenda items and the corresponding supporting material at least seven (7) days prior to a Regular Board Meeting.

Board members will be advised of any urgent or crisis situations within 24 hours.

Board members should keep the Board President apprised of issues they have referred to the Superintendent.

The Board President and Superintendent are the official spokespersons of the Board.

To avoid any perception of a violation of the Texas Open Meetings Act, emails or correspondence from individual Board members in response to public comments or inquiries will not be sent or copied to the remaining Board members.

7. Procedures for Patron or Employee Request or Complaint to an Individual Board Member

The Board member shall hear the patron or employee's request or complaint for a full understanding of the persons involved, date and place. Then, the Board member should:

1. Describe the chain of command to the patron or employee.
2. Refer the patron or employee to the appropriate person or to the Superintendent.
3. Remind the patron or employee of appropriate policy and that in the Board member must remain impartial in case the Board

later considers the situation.
4. Inform the Superintendent of any serious complaints.

8. General Information

Individual Board members may request, through the Superintendent, any legally available information concerning the district, students, or personnel. The Superintendent shall disseminate the requested information to all Board members.

When visiting a campus as a Trustee, Board members shall notify the Superintendent and the building principal of their visit, prior to their visit.

Board members shall not issue directives to staff.

Board members shall not make derogatory comments about personnel or fellow Board members.

Board members requests for information shall be consistent with Policy BBE (Local).

Staff will acknowledge requests in a timely manner.

Board members shall have final approval on recommended actions brought forward by selected committees.

If a Board member's request exceeds authority in Policy BBE (LOCAL), the staff member or Superintendent will notify the Board member(s) and/or the Superintendent.

Board members will evaluate the Superintendent during closed session each year in September. The agenda will reflect the evaluation of the Superintendent.

Board member elections are held in May of each year. Board members run for a specific place and serve for a three-year term. The terms are staggered.

Board officers are elected at the *first* meeting following the election.

PRESIDENT

- Shall preside at all Board meetings,
- Shall appoint committees,
- Shall call special meetings, and
- Shall sign all legal documents required by law.

VICE PRESIDENT

- Shall act in capacity of President in absence of President.

SECRETARY

- Secretary or designee shall keep accurate record of Board meetings.
- Acting in absence of President and Vice President, the Secretary shall call meeting and election for President Pro Tem.

MEDIA INQUIRES TO THE BOARD

- On issues before the Board, the Board President or designee shall be the official spokespersons for the Board to the media.
- All Board members who receive calls from the media can refer them to the Superintendent or the Board President, as appropriate.
- Board members may respond to the media on matters of general interest to express their personal perspectives.

BOARD WORK SESSIONS

- Team of Eight Training: as soon as is possible following Election Day, a work session with the Team of Eight will be held. As stated in 19 TAC, Section 61.1 (b)(2), the entire board, including the board members, shall annually participate with the superintendent in a team building session facilitated by the ESC or other provider.

9. Executive Board Room Protocol

Beginning one hour prior to all Board and Board committee meetings and extending one hour from the completion of all meetings, only the following personnel will have access to the Executive Board Room:

- Board members,
- Superintendent,
- Board legal counsel,
- Superintendent secretary, and/or
- Personnel deemed necessary for the deliberation of school district business by the Superintendent or the Board of Trustees.

10. Review of Operating Procedures

The Board of Trustees will annually review and update the Board Operating Procedures at a June Board meeting.

Compliance with these procedures will be reviewed and discussed by the Board during an annual self-evaluation in January.

San Benito CISD
Board of Trustees, 2024-2025

President:	**Dr. Ariel Cruz**	cruzea@sbcisd.net
Vice President:	**Crystal Hernandez**	hernandezc@sbcisd.net
Secretary:	**Israel Villarreal**	villarreali@sbcisd.net
Trustees:	**Rudy Corona**	coronar@sbcisd.net
	Frutoso M. Gomez, Jr.	gomezf@sbcisd.net
	Orlando Lopez	olopez@sbcisd.net
	Alex Reyna	reynaa@sbcisd.net

The Board of Trustees welcomes comments from the public. The Texas Open Meetings Act permits the Board to deliberate and act only as a corporate body at a properly called meeting. The Board may not deliberate or act through correspondence (written or email).

If the comment or inquiry is a complaint, the Board member will refer the individual making the complaint to the Superintendent or other appropriate administrator who will proceed according to the applicable complaint policy.

If the concern or complaint directly pertains to the Board's own actions or policy for which there is no administrative remedy, a Trustee may request that the issue be placed on the agenda of a future meeting.

SAN BENITO SCHOOLS

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{Board Approved: 7/25/2025}