



BROWNSBORO ISD

BOARD OPERATING PROCEDURES

BETTER TODAY
Greater tomorrow

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VISION

Together we rise, Together we lead

MISSION

Alongside our families, Brownsboro ISD is committed to encourage, empower and equip all students to meet their full potential for future success.

BELIEF STATEMENTS

- We believe EVERYONE at BISD matters and deserves the very best we can give.
- We believe in strong relationships that create a “family/community comes first” district.
- We believe that we are not defined by test scores, but rather support the development and growth of every child.

ETHICAL STANDARDS FOR BOARD MEMBERS

Equity in attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will afford others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to other's ideas.

Trustworthiness in stewardship

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of character

- I will refuse to surrender judgement to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Commitment to service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student centered focus

- I will be continuously guided by what is best for all students of the District

ARTICLE I: PREAMBLE

Section 1: Purpose

The Brownsboro Independent School District (“Brownsboro ISD” or “District”) Board of Trustees (“Board”) adopts and implements these Board Operating Procedures (“BOP”) to achieve the following purposes:

1. To outline the Board’s general powers and duties under Chapter 11 of the Texas Education Code and other applicable laws;
2. To establish procedural rules governing the operations of the Board; and
3. To apprise Trustees of the expectations of the Board with regard to Trustee conduct.

Section 2: Goals

In exercising its powers and fulfilling its duties, the Board shall strive to:

1. Act in the best interests of District students;
2. Engage with members of the community as partners in the education of District students;
3. Support District staff in their efforts to carry out the mission of the District;
4. Establish the goals and objectives that define the results the Board seeks to achieve;
5. Continually learn and innovate to improve the educational experience of District students;
6. Serve as a link between the District and state policy makers; and
7. Accept accountability for its decisions and actions.

Section 3: Scope

These Board Operating Procedures apply to all activities conducted by the Board and to the conduct of individual Trustees regarding District operations and business.

Section 4: Responsibility for Implementation

The Board and its officers are responsible for ensuring the implementation and adherence of Trustees to these Board Operating Procedures.

Section 5: Review

The Board Operating Procedures shall be reviewed by the Board at least annually in December.

Section 6: Ethics

A. Trustees shall adhere to the Texas Association of School Boards (“TASB”) Code of Ethics.

B. Conflicts of Interest.

1. In accordance with Board Policy, Trustees are required to sign a Conflict Disclosure Statement, as adopted by the Texas Ethics Commission, regarding any conflicts of interest by 5:00 pm on the 7th business days after becoming aware of the facts that require the filing. Refer to Board Policy BBFA (LOCAL).

2. A Trustee shall not participate in deliberations or actions of the Board on topics which create a conflict of interest for the Trustee. Should the Board need to discuss the topic in Closed Session, the Trustee with a conflict shall remove himself or herself from the Closed Session during the portion in which the topic creating a conflict is being discussed.
3. Trustees shall be mindful of the perception of conflicts of interest.
4. In the event a Trustee does not have an actual conflict of interest, but could reasonably be perceived to have a conflict of interest, the Trustee shall consider voluntarily abstaining from the deliberations or actions of the Board on the topic to ensure there is no appearance of impropriety and to protect the fidelity of the Board's deliberations and action.
5. A Trustee who believes he or she, or another Trustee, has an actual, or perceived conflict of interest, shall inform the Board President as soon as possible.

ARTICLE II: BOARD ORGANIZATION

Section 1: Board Officers

- A. The Board shall elect from its membership a President, Vice President, and Secretary. Officers are elected by majority vote of the Trustees present. Refer to Board Policy BDAA (LOCAL).
- B. Elections for Officers shall occur during the first Regular Board Meeting following the canvassing of election results of a Board election. In the event of a vacancy in an officer position, the Board President may call for nominations to fill the vacancy at any called Board meeting. At any time, a majority of the Board may vote to hold officer elections.
- C. A Trustee may not serve in more than one officer role simultaneously.
- D. A Trustee may not serve as a Board Officer, unless the Trustee has served for at least one year on the Board.
- E. Duties of the Officers: Refer to Board Policy BDAA (LOCAL)
 - 1. The President shall have the following duties and responsibilities:
 - a. Serve as the presiding officer at board meetings.
 - b. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.
 - 2. The Vice President shall have the following duties and responsibilities:
 - a. Serve in the capacity of the President in the absence of the President.
 - b. Become President only upon being elected to the position.
 - 3. The Secretary shall have the following duties and responsibilities:
 - a. Ensure accurate records of Board meetings.
 - b. Serve in the capacity of the President in the absence of the President and Vice President and call the meeting to order and act as the presiding officer.
 - c. Sign or countersign documents as directed by action of the Board.

Section 2: Vacancies on the Board

- A. Appointment of a Trustee
 - 1. If a vacancy occurs on the Board, the remaining Trustees may fill the vacancy by appointment until the next Trustee election or may order a special election. Refer to Board Policy BBC (LEGAL).
 - 2. The person elected or appointed must be a resident of the District throughout the term of office. Refer to Board Policy BBC (LEGAL).
 - 3. The Board Officers shall draft a proposed application for use in soliciting interest from prospective appointees and guidelines for the selection of an appointee. The draft application and guidelines for selection shall be presented to the Board for approval at a properly called Board meeting.
 - 4. The final, approved version of the application and guidelines shall be posted on the District's website.

5. The application shall be open for at least 10 days, unless the Board takes action to set a different deadline for receiving applications. The deadline shall be posted on the District website at the same time as the application and guidelines for selection.
 6. Only candidates who complete the application in accordance with the selection guidelines and by the posted deadline shall be eligible for appointment to the vacant place.
 7. Once a candidate has submitted an application for review, no individual Trustee should communicate with the candidate outside of the prescribed selection process until the selection process has been completed.
 8. After the application deadline, the Board shall meet to review applications and select candidates for interviews.
 9. Interviews of the selected candidates shall be conducted at a properly called Board meeting.
 10. The Board shall deliberate on the candidates and make an appointment at a properly called Board meeting.
 11. The appointee shall serve until the next regular Trustee election at which point the place in which the vacancy occurred shall be placed on the ballot for the unexpired term.
- B. Special Election
1. If the Board does not fill the vacancy by appointment, the Board may call a special election to fill the vacancy for the unexpired term. Refer to Board Policy BBC (LEGAL).
 2. Such an election shall be conducted in the same manner as the district's general election.

Section 3: Taking Office

- A. Oath of Office and Statement of Officer
1. A newly elected Trustee may be administered the Oath of Office at any point after the issuance of a certificate of election by the Board.
 2. The Oath of Office must be administered by an individual listed in Texas Government Code Section 602.002.

ARTICLE III: GOVERNANCE

Section 1: Board Policy

- A. It is the responsibility of the Board to regularly review and maintain Board policies.
- B. Revisions to Board policy may be proposed by individual Trustees, Superintendent, community citizens, or District staff and shall be recommended to the Superintendent or designee. Refer to Board Policy BF (LOCAL)
- C. The Superintendent or designee shall review the proposed policy revisions in consultation with the District's legal counsel and/or the Texas Association of School Boards Policy Service staff and make necessary adjustments to the proposal in accordance with state and federal law.
- D. Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided Board members have had advance written notice of the proposed changes and that if the change has been placed on the agenda for such meeting. Refer to Board Policy BF (LOCAL)

Section 2: Board Calendar

Prior to July 1 of each year, the Board President shall set the calendar for the Board for the upcoming year in consultation with the Superintendent.

- 1. The Board shall meet in a regularly scheduled meeting on the second Monday of each month at 6:00 pm, unless the second Monday is a District holiday or another conflict prevents the Board meeting from taking place on such date, in which case, the Board President shall schedule the regular meeting for that month on an alternate date. Refer to Board Policy BE (LOCAL)
- 2. The Board shall conduct workshops throughout the year, as determined by the Board President in consultation with the Superintendent, to provide an opportunity for the Board to receive more detailed and in-depth information from District Staff as needed.
- 3. The Board President, in consultation with the Superintendent, may call additional special meetings as necessary throughout the year. In calling additional special meetings, the Board President shall make reasonable efforts to schedule the meeting at a time convenient for all Trustees and District staff.

Section 3: District Budget

The Board President, in consultation with the Superintendent or designee, shall develop a Budget process calendar which may include a scheduled Board workshop regarding the budget, approximate dates by which the Board shall receive information relevant to the Budget, and the timeline for final Board review and adoption of the budget.

ARTICLE IV: BOARD TRAINING

Section 1: New Trustee Orientation

- A. Within 120 days after a Trustee has taken the Oath of Office, a new Trustee shall complete new Trustee local orientation. Refer to Board policy BBD (LEGAL)
- B. The new Trustee local district orientation shall:
 - 1. Be at least three hours in length.
 - 2. Address local district practices in the following, in addition to topics chosen by the local district:
 - a. Curriculum and instruction;
 - b. Business and finance operations;
 - c. District operations;
 - d. Superintendent evaluation; and
 - e. Board member roles and responsibilities.

Each board member should be made aware of the continuing education requirements of 19 Administrative Code 61.1 and those of the following:

- 1. Open meetings act in Government Code 551.005 [see Open Meetings Act Training above];
- 2. Public information act in Government Code 552.012 [see Public Information Act Training above]; and
- 3. Cybersecurity in Government Code 2054.5191 [see CQB].

The orientation shall be open to any board member who chooses to attend.

Section 2: Required Training

- A. Each Trustee shall complete the required continuing education as outlined in Board Policy BBD (LEGAL).
- B. Attending local, regional, state, and national conferences is highly encouraged, as is applying for the Leadership TASB program.
- C. At the last regular board meeting before an election of Trustees, the presiding officer shall report whether each individual Trustee has or has not met the training requirements. Refer to Board policy BBD (LEGAL)

ARTICLE V: SUPERINTENDENT AND THE BOARD

Section 1: Superintendent Evaluation

- A. Generally, the Superintendent's summative evaluation will be held in June.
- B. The evaluation shall be conducted using an evaluation instrument that is developed collaboratively with the Superintendent, adopted prior to the evaluation, and based on observable, job-related behavior.
- C. A formative evaluation may be conducted at any time as necessary if agreed upon by the Superintendent and the Board President.
- D. If a Trustee has a concern with the Superintendent's performance between evaluations, the Trustee shall inform the Board President.
- E. The Trustee and Board President shall decide how best to address the concern with the Superintendent.

Section 2: Superintendent Contract

- A. Prior to the expiration of the Superintendent's contract, the Board shall determine whether to extend the contract, allow the contract to expire, or negotiate a new contract with the Superintendent.
- B. In making the determination, the Board shall consult with legal counsel to determine whether any additions, changes, or deletions need to occur.

ARTICLE VI: BOARD MEETINGS

Section 1: General Provisions

- A. Unless otherwise indicated in the notice of the meeting, Board meetings shall be held at the Brownsboro ISD Central Administration Building.
- B. All public portions of regular scheduled meetings at which the Board may take action or hear public comment, are both recorded and minutes are taken and the minutes will be posted on the District website within a reasonable amount of time.
- C. Trustees are expected to attend no less than 90% of scheduled board meetings.
- D. Trustees are expected to review the material sent to them regarding items on the agenda prior to the meeting and resolve questions prior to the meeting, when possible by contacting the Superintendent.

Section 2: Board Agenda

- A. The Superintendent, in consultation with the Board President, shall draft proposed agendas for all Board meetings.
- B. Trustees may request that the following items be placed on a regular meeting agenda in accordance with this section:
 - 1. Action items, other than proposed policy additions, deletions, or revisions which must be placed on an agenda in accordance with applicable provisions of these Board Operating Procedures.
 - 2. Staff reports on specific topics. The Superintendent, in his or her sole discretion, may select the appropriate staff members, or third parties if applicable, to provide such reports.
 - 3. Items for Trustee discussion only.
- C. Trustees may not request that members of the public participate in a Board meeting, except in accordance with the procedures for public participation described in these procedures.
- D. In making a request, a Trustee must provide sufficient information to describe the item such that it can be appropriately listed on an agenda in compliance with the Texas Open Meetings Act.
- E. The Board President, in consultation with the Superintendent, shall develop procedures for Trustees to request that applicable items be added to a Board meeting agenda. Refer to Board POLICY BE (LOCAL)
- F. The Board President, in his or her sole discretion, shall have the authority to adjust the language of a requested item to ensure it is posted in compliance with the Texas Open Meetings Act, but shall ensure that the language of the item is such that the purpose of the item is not materially changed. If the Board President utilizes his or her discretion to adjust the language of a requested item, the Board President shall provide notice of the language change to the requested Board members prior to or simultaneous with public posting of the agenda.
- I. Consent Agenda

1. Each agenda may include a portion of the agenda designated as the Consent Agenda.
2. Items placed on the Consent Agenda may be approved in a single vote.
3. The Superintendent, in consultation with the Board President, shall determine which items will be placed on the Consent Agenda.
4. Any Trustee may request that a particular item be removed from the Consent Agenda and voted on separately.
5. A Trustee may make such a request at any time prior to the presiding officer of a meeting calling for a vote on the Consent Agenda on which the item appears.
6. However, Trustees shall make the request as soon as possible and before the meeting begins if possible.
7. Such requests shall be made to the Board President and the Superintendent.
8. When a Trustee has made such a request, the presiding officer of the meeting shall indicate that the item has been removed from the Consent Agenda and call the item separately for discussion and possible action.

Section 3: Procedures for Board Participation

Trustees are expected to conduct themselves professionally, ethically, and with decorum at all Board meetings.

1. Trustees shall conduct themselves professionally and ethically during meetings in accordance with Board Operating Procedures and policy.
2. Trustees shall not engage in external communications during Board meetings.
3. Trustees shall not engage in any discussion or debate, except in relation to a properly posted agenda item, and only after the item has been introduced by the presiding officer.
4. All comments made by Trustees shall be directed to the President or the Board as a whole, not to individual Trustees.
5. In consideration of action items, no debate or discussion may occur prior to a proper motion being made and seconded.
6. To ensure productive deliberations and the orderly conduct of Board meetings, Trustees shall speak only when recognized by the presiding officer. Trustees shall not speak while another Trustee is speaking.
7. At any time during a debate, any Trustee may move that the question be called and such a motion must be immediately voted on without debate. If a majority of Trustees votes in favor of the motion, debate on the original question is ended immediately and the Board shall vote on the original question at that time.
8. The Board shall abide by rules related to the priority and effect of motions and rules related to points of order as laid out in the most recent available version of Robert's Rules of Order, as determined by the presiding officer.
9. Trustees may make any motion considered proper and applicable in accordance with Robert's Rules of Order.

10. Trustees shall not criticize any other Trustee for the questions, comments, discussion, or vote taken by the Trustee at the meeting. Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject.
11. Trustees shall not disclose confidential legal advice provided to the Board during closed session during any discussion or debate regarding an Agenda Item or at any other time. Attorney-client privilege is held by the Board as a body and no individual Trustee may compromise such privilege.
12. Trustees may not coerce other Trustees to vote in a particular manner and no member may solicit votes in any manner.
13. Trustees may abstain from voting on items but shall briefly explain the reason for their abstention.

Section 4: Procedures for Public Participation

A. Definitions.

1. "Agenda Item" means any item listed on an agenda for a Board meeting.
2. "Public Comment Session" means any portion of the meeting during which the Board takes public comment.
3. "Public Comment Form" means the form created by the District which individuals must complete in order to speak during the Public Comment Session of a meeting.

B. Procedures for Regular Board Meetings.

1. Sign-Up Procedures.

- a. Individuals wishing to provide public comment during a Regular Board meeting must complete and submit the required Public Comment Form prior to the designated start time for the open meeting in which the individual desires to speak. Refer to Board Policy BED (LOCAL)
- b. Public Comment Forms are not carried over from one meeting to the next, even if the Board defers action on an item to a later meeting.
- c. No late Public Comment Forms will be accepted after the official start of the posted meeting.
- d. Each individual wishing to speak must include their first and last name and home address on the Public Comment Form. Any individual who provides false or incomplete information will be deemed not to have completed the required public comment form and will not be called on to speak.
- e. Each individual shall have one opportunity to speak per board meeting for the time period allotted by the Board. An individual will not receive multiple, separate opportunities to speak for each different Agenda Item, except in the case of a Public Hearing.
- f. Individuals must be present at the time they are called to provide comment or they forfeit their opportunity to speak.

2. Order of Agenda.

- a. The Board reserves the right to change the order of the Agenda Items listed on the notice for the meeting.
 - b. The Board may choose to defer public comments on an Agenda Item until just before that particular Agenda Item is heard.
 - d. Alternatively, the Board has the right to defer an item on the agenda to another meeting, if there are several individuals registered to speak on an item and time does not allow the item to be discussed. However, no action will be taken on the agenda item until the next meeting.
- 3. Structure of Public Comment Session.
 - a. The Public Comment Session will be structured as follows:
 - i. Public Hearing (if applicable)- any public comment related to a posted public hearing.
 - ii. Public Testimony- all other public comments on Agenda Items. Within each section of the Public Comment Session, individuals will be called in the order in which they signed up
- 4. Time Limits.
 - a. The total time for the public comment session will not exceed 30 minutes in a regular board meeting, unless extended in accordance with the procedures below.
 - b. Each individual who has signed up for public comment will receive 3 minutes to address the Board absent the necessity of a translator. Refer to Board Policy BED (LOCAL)
 - c. If more than 10 individuals have signed up to speak, the amount of time each individual receives to address the Board will be reduced to 1 minute.
 - d. At the end of an individual's allotted time, the Board President will let the individual know their allotted time has expired. Refusal to yield the podium will be considered disruptive and may result in removal from the meeting.
 - e. At the discretion of the presiding officer, the Public Comment Session may be extended to allow all individuals signed up to speak as part of the Public Hearing or Public Testimony portions of the Public Comment Session to speak, or the Board may defer taking action on an item to another meeting.
- 5. Disruptive Behavior.
 - a. If, at any point during a meeting, an individual or group of individuals in attendance becomes disruptive to the meeting, the individual or the group will be provided with a single warning from the presiding officer before being escorted out of the meeting. Refer to Board Policy BED (LOCAL)
 - b. Signs of any kind block the view of attendees at Board meetings. As a result, signs are considered disruptive to the Board meeting and are not allowed inside the Boardroom. Signs are permitted in the lobby outside the Boardroom or outside the building.
- 6. Responding to Public Comment.

Any Board member may provide, or ask the Superintendent or designee to provide specific factual information regarding existing policy and practice in response to public comments, however, the Board may not

deliberate or decide regarding any subject that is not properly posted on the agenda for the meeting. Refer to Board Policy BED (LOCAL)

C. Procedures for Special Board Meetings and Board Workshops.

1. The Procedures for Regular Board Meetings outlined herein apply to Special Board Meetings and Board Workshops, except as described below.
2. The total time for public comment will not exceed 30 minutes, unless extended in accordance with the procedures below.
3. Each individual who has signed up for public comment will receive 3 minutes to address the Board.
4. At the discretion of the presiding officer, the Public Comment Session may be extended to allow all individuals signed up to speak on an Agenda Item to speak, or the Board may defer taking action on an item to another meeting.

Section 5: Procedures for Staff Participation

- A. District staff shall ensure that, to the extent practicable, all materials related to the agenda for a Board meeting are available to the Board at least three (3) business days prior to the meeting.
- B. The Superintendent shall ensure that appropriate District staff are available at Board meetings to provide information to, and answer questions of, the Board.

Section 6: Closed Session

- A. The Superintendent, in consultation with the Board President, may include items on an agenda for discussion in closed session. Items must be listed on the agenda in accordance with the Texas Open Meetings Act.
- B. All discussion and information shared in the Closed Session shall remain confidential in accordance with the Texas Open Meetings Act.
- C. If, during closed session, the Board engages in consultation with its attorney regarding a matter in which a Trustee is in an adverse position to the District, the Board may exclude the adverse Trustee from the portion of the Closed Session in which the Board consults with its attorney regarding the matter to preserve attorney-client privilege.

Section 7: Procedures for Voting

- A. When a motion has been duly made and seconded, debate and discussion is allowed prior to the presiding officer calling for a vote on the motion.
- B. All Trustees, except the Presiding Officer, may make and second motions.
- C. Trustees shall cast a vote on every motion, except when the Trustee chooses to abstain and explains the reasoning for the abstention.
- D. Trustees shall vote by show of hands or by voice. Refer to Board Policy BE (LOCAL)
- E. The presiding officer may conduct a roll call vote, if necessary, to ensure that each Trustee's vote is accurately recorded.
- F. All votes, including dissenting votes and abstentions, shall be recorded in the minutes of the meeting. Refer to Board Policy BE (LOCAL)

ARTICLE VII: CONDUCTING BUSINESS

Section 1: Individual Authority of Trustees

- A. Trustees, as individuals, shall not exercise authority over the District, its property, or its employees. Refer to Board Policy BBE (LOCAL)
- B. Except in accordance with the duties of Board Officers specified in these Board Operating Procedures, individual Trustees may act on behalf of the Board only with the express authorization of the Board. Refer to Board Policy BBE (LOCAL)
- C. Without such authorization, no individual Trustee may commit the Board to any Action. Refer to Board Policy BBE (LOCAL)
- D. No Trustee has the authority to direct District employees in regard to the performance of their duties. Refer to Board Policy BBE (LOCAL)

Section 2: Transacting Business

- A. All business transacted by the Board shall be an action of the whole Board, binding upon each Trustee regardless of their individual vote on the matter. Refer to Board Policy BBE (LOCAL)
- B. All Trustees shall respect and support the will of the Board as determined by lawfully conducted votes on proposed actions.
- C. This does not preclude an individual Trustee from explaining a dissenting vote, but does preclude a Trustee from actively undermining, or attempting to undermine, the decision of the Board.

Section 3: Trustee Expenses

- A. Trustees shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.
- B. For any authorized expense incurred, the Trustee shall submit documentation of the expense in accordance with District procedures applicable to employee reimbursement.

ARTICLE VIII: BOARD ADVOCACY

Section 1: Advocacy Philosophy

- A. Trustees are encouraged to advocate for public school students both within the District and across the state of Texas.
- B. Trustees shall build positive, working relationships with local, state, and federal representatives, regardless of political party, to effectively communicate the importance and benefits of public education.
- C. State law prohibits Trustees from using District resources to advocate for or against a particular candidate, political party, or ballot measure.
- D. Trustees shall not communicate in such a way as to indicate that the District has taken a formal position on pending legislation.
- E. If a Trustee chooses to initiate independent political advocacy, including but not limited to initiating communication with a member of the legislature or their staff, or testifying before a governmental agency or legislative committee, the Trustee shall clarify that such advocacy reflects their personal opinions and actions and does not necessarily reflect the opinions of the District or of the Board.

ARTICLE IX: INDIVIDUAL TRUSTEE CONDUCT

Section 1: Compliance with Board Operating Procedures

- A. Trustees shall comply with the Operating Procedures at all times while serving as a Trustee on the Board.
- B. Should a Trustee have a serious, specific concern regarding another Trustees compliance with these Operating Procedures, the Trustee shall attempt to resolve the concern according to the following procedure:
 - 1. The concerned Trustee shall have a private conversation with the other Trustee in an effort to resolve the issue.
 - 2. If the concern cannot be resolved, the concerned Trustee shall meet privately with the Board President, or Vice President if the concern relates to the Board President, to express the concern.
 - 3. If the Board President determines that the concern is valid, the Board President and the concerned Trustee shall meet with the other Trustee to attempt to resolve the issue.
 - 4. If the concern still remains unresolved, the concerned Trustee shall request that the Board President add an item to the agenda for the next regularly scheduled Board meeting for the Board to discuss the concern in Closed Session in accordance with the Texas Open Meetings Act and these Operating Procedures.

Section 2: Requests for Information

- A. A Trustee, acting in his or her official capacity, may request specific information, documents, and records maintained by the District in accordance with Board Policy BBE (LOCAL).
- B. Individual Trustees may not direct the Superintendent, or any other employee of the District, to create any information, documents, or records not already maintained by the District.
- C. A Trustee, acting in his or her official capacity, shall not have access to confidential student information unless the Trustee has a legitimate educational interest in the information.
- D. Any time the District provides a Trustee confidential information in response to a request for information, the District shall inform the Trustee of the responsibility to maintain the confidentiality of the information and the District's data security controls. Refer to Board Policy BBE (LOCAL)
- E. When appropriate, information requested by a Trustee shall be provided to the entire Board.
- F. Trustees requesting information in his or her personal capacity shall have no greater access to information than that provided to members of the public.

Section 3: Maintenance of Records

- A. Any record related to school business, regardless of the location or type, must be retained in accordance with the District's adopted retention schedules and potentially available to the public in accordance with the Texas Public Information Act.

Section 4: Visits to Campuses

- A. 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 Campus and District operations. Refer to Board Policy BBE LOCAL, also see GKC.
- B. Trustees may not visit campuses or classrooms for the purpose of investigation or personnel evaluation and visits are at the discretion of the campus administrator.
- C. Trustees must check in the front office and wear identification when visiting campuses and must be accompanied by a campus or district administrator.
- D. This section only applies to visits by Trustees in their official capacity and does not have any impact on a Trustee's ability to visit a campus as a parent.

Section 5: Communication

- A. Except for the Board President, individual Trustees do not have the authority to speak on behalf of the Board or the District without prior approval of the Board.
- B. Questions from the Public.
 - 1. Individual Trustees may provide factual information in response to questions from members of the public but shall not attempt to predict the Board's position or what Board action will be taken on a particular issue.
 - 2. Trustees shall not attempt to answer questions for which they do not know the answer and instead shall direct the inquiry to appropriate District staff or contact appropriate District staff to learn the answer.
 - 3. Trustees should be mindful that direct communication with a District stakeholder regarding a matter that later becomes the subject of formal grievance may require the Trustee to recuse him/herself from deliberation and or action on the grievance to ensure fairness and objectivity in the grievance process.
- C. Social Media.
 - 1. Trustees shall use discretion when utilizing social media sites, blogs, and similar online tools.
 - 2. Trustees shall distinguish between their personal social media accounts, those used for campaigning, and those used for official District business.
 - 3. If a Trustee includes their title as Trustee or otherwise identifies themselves as a Trustee or school official on the Trustee's personal social media account(s), account(s) used for campaigning, and/or personal or campaign-related online publications, the Trustee must include a disclaimer on such account or publication clearly indicating a post and/or information from the account is

intended to convey speech as a private citizen rather than speech in the Trustee's official capacity. Examples of such disclaimer language include:

- i. Opinions posted here are my own and not those of Brownsboro ISD or the Board of Trustees of Brownsboro ISD; or
- ii. Views expressed here are my own and are not endorsed by Brownsboro ISD or the Brownsboro ISD Board of Trustees.

D. Media Requests

1. All media requests shall be directed to the District Communications Coordinator.
2. The Board President shall serve as the spokesperson for the Board and shall communicate the position of the Board in accordance with the will and actions of the Board.

E. Communication as a Parent

1. Trustees who are parents of students in the District shall clearly indicate to District staff when they are speaking as a parent and not acting in their official capacity as a Trustee.
2. Trustees shall not request, expect, or require, extra consideration, or preferential treatment for their students as a result of their position as a Trustee.

Section 6: Legal Counsel

- A. Requests for legal counsel shall be made through the Board President.
- B. If legal counsel is sought for the Board, the Board President shall request the presence of the Board's legal counsel during the Closed Session of the next Board meeting.

Section 7: Election-Related Activities

- A. Neither the Board nor individual Trustees may use state or local funds, or other District resources, to electioneer for or against any candidate, measure, or political party.
- B. Service as a Trustee is non-partisan and as such Trustees shall refrain from speech or expression that electioneers while serving in the capacity of an elected official for the District.
- C. Campaigning for Reelection
 1. Trustees shall not solicit individual District employees for their endorsement or vote during the employee's work hours.
 2. Trustees may not use any District resources, including District real property or intellectual property, such as the District logo, etc., in campaigning for re-election.
- D. Endorsements
 1. The Board as a whole shall not endorse any candidate campaigning for public office.

2. For individual Trustees, prior to endorsing a candidate for public office, the Trustee shall consider that the Board operates as a non-partisan, elected body that works with elected officials of both political parties in exercising its duties, and the impact that an endorsement by the Trustee may have on the effectiveness of the Board in exercising those duties.
3. If a Trustee chooses to endorse a candidate for partisan elected office, the endorsement shall not include any reference to the Trustee's role as a Brownsboro ISD Board Trustee.

E. Board Elections

1. At the conclusion of an election, Trustees must work together to govern the District.
2. Trustee support of a candidate for election to the Board may have a negative impact on the ability of the Board to function cohesively and constructively.
3. As a result, Trustees shall consider the impact of their participation in the campaign of an individual seeking election to the Board, including the provision of an endorsement, prior to engaging in such a campaign or providing an endorsement.

ARTICLE X: COMPLAINTS

Section 1: Participation in Complaint Response

A. Formal Complaints.

1. Trustees shall not participate in responding to any formal complaint or grievance unless the complaint or grievance has reached Level III in accordance with Board Policies.
2. Any Trustee who receives a formal complaint shall refer the individual or the complaint to the Superintendent or designee.
3. Trustees shall not conduct meetings with individuals who have filed formal complaints until the complaint process has been completed.

B. Informal Complaints.

1. When an individual, who has not yet filed a formal complaint, brings a complaint or concern to a Trustee, the Trustee shall refer them to District staff to resolve their concern.
2. Trustees shall not attempt to resolve the concern on behalf of the individual.

C. Complaints During Public Comment.

1. If an individual attempts to express complaints or grievances to the Board during the public comment portion of a Board meeting, the presiding officer shall direct the individual to the District's complaints processes.
2. However, Trustees shall not be considered ineligible to hear a complaint solely on the basis of the complainant expressing the complaint during the public comment portion of a Board meeting.

Section 2: Hearings

- A. Level III appeals of formal complaints are considered by the Board through written submission, in accordance with applicable Board Policies.
- B. Trustees are responsible for making a determination as to whether they can fairly and objectively evaluate a complaint.
- C. If a Trustee cannot fairly and objectively evaluate a complaint, the Trustee must recuse himself or herself from hearing and voting on the complaint.

Education Terms and Abbreviations

Texas Academic Performance Report (TAPR): A system of indicators established by the Legislature and adopted by the State Board of Education to help determine the quality of learning on a campus and in a school district. The indicators include passing rates on the state assessment tests, attendance, graduation rates, dropout rates, and scores on college entrance exams. The state will assess district and school performance compared with state-level standards. TAPR is the foundation for a school district's accountability rating.

Accountability Ratings: The Accounting Ratings System rates campuses and districts as Met Standard or Did Not Meet Standard based on the percentage of students who pass the state assessment instruments and other measures. Districts can also earn Distinctions based on performance in various areas.

Actual Tax Rate or Nominal Tax Rate: The tax rate adopted by school districts and used to calculate tax bills. (See "Effective Tax Rate.")

Disciplinary Alternative Education Program (DAEP): The law governing DAEPs requires school districts to set up an educational setting for students who engage in certain illegal conduct or for students who violate certain provisions of the school district's code of conduct. Students assigned to an AEP must be separated from students not included in that program. All DAEPs must provide for students' educational and behavioral needs. Districts must allocate to a DAEP the same expenditure per student that would be allocated to the student's school if the student was attending the student's regularly assigned program, including a special education program.

Available School Fund (ASF): Created by the Texas Constitution of 1876, the ASF is made up of earnings from the Permanent School Fund and constitutionally dedicated motor-fuel taxes and other miscellaneous revenue sources. The bulk of ASF revenue is distributed on a per-capita basis to all school districts. A portion provides funding for textbooks and technology.

Average Daily Attendance (ADA): A method of counting students for the purpose of providing state aid to school districts. Currently, Texas counts students in attendance each day and averages the attendance count over the year.

Compensatory Education: The state compensatory education allotment provides additional financial support to school districts to teach educationally disadvantaged pupils and under-achieving students. A program of compensatory education should

provide additional services and instructional support, beyond the regular program, to help students compensate for academic deficiencies and may include programs for at-risk students. The allotment is based upon the number of students participating in the federal free or reduced-price lunch program.

Completion Rate: A longitudinal measure that shows the status of students expected to graduate, starting with their first attendance in ninth grade.

Cost of Education Index (CEI) or Adjustment: An index the state uses to adjust the basic allotment to account for geographic or other cost differences beyond local school district control.

County Appraisal District (CAD): Each county (some multi counties) has established an appraisal district office that is responsible for maintaining taxable real and personal property records and placing a value on all property for taxation purposes. A chief appraiser, an individual appointed by an appraisal district board of directors, heads the CAD office. The appraisal district board is, in turn, elected by certain taxing entities.

Debt Service: (See “Interest and Sinking Fund.”)

District-Level Decision-Making Process: The school board annually approves district and campus performance objectives and assures that district and campus plans are mutually supportive and, at a minimum, meet the state’s educational goals. Each district has a district improvement plan that is developed, evaluated, and revised each year by the superintendent, with the assistance of the district-level decision-making committee.

Dropout: A student is identified as a dropout if he or she is absent without an approved excuse or document transfer and does not return to school by the fall of the following year, or if he or she completes the school year but fails to reenroll the following school year. School districts report the status of all students enrolled in grades 7 through 12 in the district during the prior school year in one of two ways: as being in school or as having left school. The “leaver record” provides 43 possible reasons for leaving school.

Dropout Rate (Annual): The annual dropout rate is the count of official dropouts summed across all grades (7 through 12) divided by the number of students summed across all grades (7 through 12). The annual dropout rate is different than a longitudinal rate, which compares the number of students who began school together in the seventh grade and who eventually graduate.

Education Service Center (ESC): Twenty intermediate education units located in regions throughout Texas that assist and provide services for local school districts.

Educator Certification: Every person certified to teach in Texas must hold a bachelor's degree with coursework in three areas: (1) a broad general education, (2) an academic specialization(s), and (3) teaching Board Operating Procedures Page 17 Gunter Independent School District Revised 2017 knowledge and abilities. The exceptions to the degree requirement are certain career and technology certificates issued on the basis of work experience. Additionally, candidates for certification must demonstrate basic academic skills by passing tests in reading, mathematics, and writing before admission to a teacher-preparation program or must show evidence of these skills on other appropriate alternative assessments.

Electronic Textbooks: This term includes certain computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line services, an electronic medium, or other electronic means.

Equity: In school finance, the term generally refers to fair or equal distribution of resources for schooling, taking into account student differences and school district characteristics. The standard used by the Texas Supreme Court is a taxpayer equity standard, which means similar revenue for similar tax effort. In other words, the school finance system is to be property wealth neutral: a district's property tax base should have little or no impact on its ability to generate funding from the Foundation School Program.

Facilities Funding: The Legislature provides assistance to school districts for facilities construction in two ways. The Instructional Facilities Allotment (IFA) provides a state partnership with local districts in making debt service payments to retire bonds for construction of new facilities or renovations to existing facilities. Districts receiving aid are guaranteed \$35 per pupil per penny of tax effort. State aid is limited by appropriations and low-wealth districts have priority in receiving IFA funding. The Existing Debt Allotment provides state assistance to districts for existing debt that is not covered by IFA funding. The state guarantees \$35 per unweighted student per penny for up to 12 cents of tax effort.

Foundation School Program (FSP): A program for the financial support of a basic instructional program for all schoolchildren. Money to support the program comes from the Permanent School Fund, Available School Fund, Foundation School Fund, state general revenue, and local property taxes. The state establishes a foundation level and sets, for each district, a calculated contribution level called the local fund assignment

(LFA). The greater a district's property wealth, the higher the LFA. State aid makes up the difference between the LFA and the foundation level. (See also "Local Fund Assignment.") Currently, the FSP described in the Texas Education Code consists of three parts or tiers. The first tier provides funding for a basic program. The second tier provides a guaranteed-yield system so that school districts have substantially equal access to revenue sufficient to support an accredited program. The third tier equalizes debt service requirements for existing facilities debt.

Foundation School Program Tax Rate: This is the rate used in calculating state aid to school districts. It is calculated by dividing actual collections by the prior year's taxable value determined by the state property tax division of the state comptroller's office.

Guaranteed Yield: A school finance plan in which the state specifies a revenue yield that it will guarantee in terms of revenue per student per penny of local tax effort. The districts adopt tax rates and levy taxes. The state makes up the difference between what each district levies locally per student and the guaranteed yield per student. High-wealth districts may raise all of their guaranteed-yield revenue from local tax sources. In Texas, this is commonly known as Tier 2 in the Foundation School Program.

Independent School District (ISD): The Texas constitution permits the state Legislature to create school districts. Each district operates its schools and taxes property within the district to support, in part, the schools. The term independent refers to the fact that the school district is not a part of city or county government and has independent budgeting and taxing authority. In some states, cities or townships operate or fund schools in addition to providing other government services. ISDs are governed by locally elected boards of trustees.

Individual Education Plan (IEP): A document required by federal law that details the special education requirements for each disabled student and explains how the school intends to address the student's needs. An IEP is intended to help ensure that disabled students have equal access to public education in the least restrictive environment.

Individuals with Disabilities Education Act (IDEA): The 1997 IDEA strengthens academic expectations and accountability for the nation's 5.4 million children with disabilities.

Instructional Facilities Allotment (IFA): Since 1997, the IFA has provided funds to school districts to help pay for debt service. The mechanism for computing the state and local share of the IFA payment is a guaranteed-yield formula. Low-wealth school

districts and school districts not already participating in the IFA program have priority in receiving IFA funding for construction or lease purchase of new instructional facilities.

Interest and Sinking Fund (I&S) Tax: Also called the debt service tax. A tax levied by school districts to pay for bonded indebtedness, usually for construction of facilities, and other capital needs.

Maintenance and Operations (M&O) Tax: A local school district property tax rate that raises revenue to be used for any legal purpose to operate and maintain the district's schools.

Municipal School District (MSD): A school district whose boundaries correspond precisely to city limits and whose governance is shaped in part by city officials.

Open-Enrollment Charters: Open-enrollment charter schools may be established by private nonprofit organizations, colleges and universities, and other governmental entities that apply to the State Board of Education. The law authorizes the State Board to approve up to 215 open-enrollment charter schools. Law also provides for creation of college or university charter schools at "public senior colleges and universities." There is no limit on the number of these charter schools that may be granted. Other Texas charter programs include home-rule school-district charters and campus or campus program charters.

Permanent School Fund (PSF): A perpetual trust fund created by the Texas constitution in 1876. PSF earnings go into the Available School Fund, which the state apportions on a per-capita basis to districts for students enrolled in Texas public schools after funding state textbook purchases. PSF investments include U. S. Treasury bonds, Texas municipal bonds, school district building bonds, and securities. The State Board of Education administers the Fund under constitutional and statutory requirements.

Public Education Grant (PEG) Program: In 1995, legislation passed to permit students in low-performing schools to attend another public school in the student's home district or in another district. The amount of the public education grant is the total state and local funding per student for the student's home district. The receiving district may accept or reject the student and may not charge the student tuition.

Public Education Information Management System (PEIMS): A data management system that includes information on student demographics, performance, school district budgets, teacher salaries, etc. The information for PEIMS is transmitted from local school districts to the Texas Education Agency by the education service centers.

Public Information Act (PIA): PIA defines public information as information collected, assembled, or maintained under law or in connection with a governmental body's transaction of official business. PIA provides that public information must be made available to the public upon request during the normal business hours of the district, unless an exception applies that allows or requires that the information not be made public.

Rollback: Rollback is a taxpayer relief mechanism that allows local voters to contravene the school board's maintenance and operations (M&O) tax rate if it exceeds a certain level. If the school board adopts an M&O tax rate that exceeds the rollback tax rate, the district must call an election so voters can determine whether to ratify the adopted tax rate. The rollback rate is equal to the tax rate that would provide the same local taxes and state aid per weighted average daily attendance as was available the previous year plus \$0.06.

School Board Authority: Statute gives local school boards the exclusive power and duty to govern and oversee the management of the public schools. Powers and duties not specifically delegated to the Texas Education Agency or the State Board of Education are reserved for local trustees.

STAAR: State of Texas Assessment of Academic Readiness

State Board for Educator Certification (SBEC): SBEC is a quasi-independent body that gives educators more authority to govern the standards of their profession. SBEC regulates and oversees all aspects of the certification, continuing education, and standards of conduct of public school educators. As a state agency, SBEC is responsible for certification testing, accountability programs for educator preparation programs, and certification of teachers and administrators.

State Board of Education (SBOE): A 15-member body elected by general election (staggered, four-year terms) from various regions statewide to provide leadership and to adopt rules and policies for public education in the state. The board's primary responsibility is to manage the Permanent School Fund.

Teacher Retirement System (TRS): TRS delivers retirement and related benefits authorized by law for members and their beneficiaries.

Texas Education Agency (TEA): The administrative and regulatory unit for the Texas public education system managed by the commissioner of education. TEA is

responsible for implementing public education policies as established by the Legislature, State Board of Education, and commissioner of education.

Texas Essential Knowledge and Skills (TEKS): Subject-specific state learning objectives adopted by the State Board of Education. The state's academic tests are aligned with the TEKS.

Texas Open Meetings Act (TOMA): TOMA makes school board meetings to discuss and decide public business accessible. The TOMA Decision requires governmental entities to provide prior public notice of what is to be discussed and where and when specifically authorized by law. Civil and criminal penalties can result when a board violates provisions of this act.

University Interscholastic League (UIL): The governing organization for most public school extracurricular activities operated through The University of Texas at Austin. Rulemaking authority for the UIL lies with its members and the State Board of Education.

Vouchers: The use of taxpayer funds for private school education. Legislation was introduced during the 76th Legislative Session (1999) to implement a pilot program for certain students.

Wealth: In school finance, the wealth of a district is measured in taxable value of property per weighted ADA.

Weighted Average Daily Attendance (WADA): In Texas, students with special educational needs are weighted for funding purposes to help recognize the additional costs of educating those students. Weighted programs include special education, career and technology, bilingual, gifted and talented, and compensatory education. A weighted student count is used to distribute guaranteed-yield funding and establish Chapter 41 thresholds.

Zero Tolerance: This concept that student misbehavior in class will not be allowed was passed by the 1995 Legislature. It empowered teachers to remove from class students who disrupt the learning process