



# Board Operating Procedures

Board Approved November 18, 2025

## PREFACE

These Board of Trustee Operating Procedures provide a structured guide for how the Board governs and oversees the District's activities. These procedures outline the responsibilities, decision-making processes, and ethical standards that Trustees must follow in fulfilling their duties. The goal is to ensure that the Board operates transparently and effectively, supporting the District's mission while being accountable to the community, students, and staff. This framework promotes collaboration, governance efficiency, and alignment with educational goals.

These Board Operating Procedures are not intended to take precedence over adopted Board Policy. If there is a conflict or inconsistency between these procedures and adopted Board Policy, every effort will be made to revise Board Policy and/or the Board Operating Procedures to reflect the intent of the Board. At no time are these procedures intended to override Board Policy or state or federal law.

### **Ethics for School Board Members**

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

#### **Equity in attitude**

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.
- I will not take things personally.

#### **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 of my responsibilities.
- I will keep all confidential information shared by the Superintendent private and not disclose it to a third party.
- I will communicate complaints or concerns to the Superintendent in a respectful manner.

#### **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.
- I will express my thoughts and decisions in a professional manner.
- I will listen to all Board members' thoughts and opinions.
- I will cooperate with my colleagues and resolve disagreements respectfully through the appropriate channels, pursuant to Board Policy and established Board Operating Procedures.
- I will treat colleagues, District administrators, staff, and members of the community with courtesy, honesty, and respect at all times during Board meetings, individual meetings, conferences, District-sanctioned events, and social events.

#### **Integrity of character**

- I will refuse to surrender judgment 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 keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.
- I will uphold the District's reputation through my actions, words, and decisions.

**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 seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will not use my position for professional/personal gain or profit.
- I will comply with all District policies as adopted by the Board.

**Student-centered focus**

- Most importantly, I will be continuously guided by what is best for all students of the District.
- I will focus on issues involving Board priorities and policies rather than personalities.

**A Board member shall not:**

- Make any person promise or take any private action that may compromise the Board member's performance or responsibilities.
- Text or communicate electronically to discuss District business or personal business during Board meetings in closed or open session.
- Record District personnel or Board members without their consent.
- Make negative comments regarding the performance of the Superintendent or staff. Such statements may only be made when acting in an official capacity and in accordance with law and Board policy.

# Duties of the Board and the Superintendent

## Duties of the Board:

- Serving as a body corporate and with the exclusive power and duty to govern and oversee the management of the public schools of the District.
- Adopting rules and policies as necessary to carry out Board functions.
- Establishing working relationships with other public entities to make effective use of community resources and to serve the needs of public-school students in the community.
- Adopting a vision statement and comprehensive goals for the District and the Superintendent and monitoring progress toward those goals.
- Establishing performance goals for the academic and fiscal performance indicators as outlined in law and any locally adopted performance indicators.
- Ensuring that the Superintendent is accountable for achieving performance results, recognizes performance accomplishments, and takes action as necessary to meet performance goals.
- Adopting a policy to establish a District- and campus-level planning and decision-making process.
- Publishing an annual educational performance report.
- Adopting an annual budget for the District as well as a tax rate for each fiscal year.
- Monitoring District finances to ensure that the Superintendent is maintaining proper procedures and records and ensuring an annual audit of fiscal accounts.
- Publishing a year-end financial report to the public.
- Conducting elections.
- Adopting process through which District personnel, students, parents, and members of the public may obtain a hearing regarding a grievance or complaint.
- Complying with the requirements of the Texas Open Meetings Act for all Board meetings.

## Duties of the Superintendent:

- Assuming administrative responsibility and leadership for the organization of education programs, services, facilities, and staff appraisals.
- Assuming administrative authority and responsibility for the assignment, supervision, and evaluation of District personnel.
- Overseeing compliance with facilities standards.
- Initiating the termination or suspension of an employee or the nonrenewal of an employee's contract.
- Managing the day-to-day operations of the District, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of District operations.
- Administering and preparing the budget.
- Providing leadership for the attainment and, if necessary, improvement of student performance in the District.
- Ensuring adoption of the student code of conduct and other student disciplinary rules and procedures as necessary.
- Recommending policies to be adopted by the Board and implementing the adopted policies.
- Developing administrative regulations, as needed.
- Organizing the District's central administration and consulting with District-level committees.
- Submitting reports as required by state or federal law, rule, or regulation.
- Providing joint leadership with the Board to ensure the team's responsibilities are carried out.
- Carrying out any other contractual duties assigned to the Superintendent by the Board.

### **Collaboration between the Board and Superintendent:**

The Texas Education Code also specifies certain tasks that the Board and Superintendent are expected to perform collaboratively for the good of the District. The statute provides the Board and Superintendent shall work together to:

- Advocate for the high achievement of all District students;
- Create and support connections with community organizations;
- Provide educational leadership for the District;
- Establish district-wide policies and annual goals that are tied directly to the strategic plan;
- Support the professional development of principals, teachers, and other staff; and
- Periodically evaluate Board and Superintendent leadership, governance, and teamwork.

## Board Composition, Length of Terms, and Eligibility

The CSCISD Board of Trustees is comprised of 7 members. All positions shall be elected at large and each Board member shall be elected for four-year terms in November.

The election of four Board member places shall be held in 2026, 2030, 2030, and in four-year intervals thereafter. The election for three Board member places shall be held in 2024, 2028, 2032, and in four-year intervals thereafter.

Board member eligibility and qualifications requirements are set forth in Board policy BBB (Legal).

Board members must:

1. Be a United States citizen.
2. Be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable.
3. Have not been determined by a final judgement of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.
4. Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities.
5. Not be a registered sex offender.
6. Have resided continuously in the state for 12 months and in the territory from which the office is elected for 6 months immediately preceding the following date:
  - a. For an independent candidate, the date of the regular filing deadline for a candidate's application for a place on the ballot.
  - b. For a write-in candidate, the date of the election at which the candidate's name is written in.
  - c. For an appointee to an office, the date the appointment is made.
7. Be registered to vote in the territory from which the office is elected on the date described at item 6, above.

## Conflicts of Interest

1. **Prohibited Contact:** Vendors and Board Members are prohibited from making oral or written contact with each other individually for the purpose of soliciting a purchase or contract related to District business or discussing an outstanding bid or proposal submitted or to be submitted to the District between the formal release of a request for proposal or bid and the administration's recommendation to the Board.
2. **Consequences of Violation:** If a vendor or Board Member violates this prohibition, consideration of the vendor for award of the bid or proposal shall be invalidated.
3. It is a criminal offense for a vendor to bid on or receive a contract from the District while having a certain prohibited relationship with a Board Member. A prohibited relationship exists if a Board member:
  - Has a substantial interest in the vendor or subcontractor hired by the vendor;
  - Is related to the second degree of consanguinity or affinity to someone with a substantial interest in the vendor; or
  - Has received or been promised a gift or in-kind services from the vendor valued at more than \$250.
4. **Notification of Violations:** Board members shall be notified of reported or known violations, along with potential actions that may result from the violation.

**Duty of Loyalty:** Board members owe a duty of loyalty to the District and must avoid any business activities that conflict with the District's interests.

**Outside Business Interests:** Board members' outside business interests, including passive or active investments, must not adversely affect their duty to the District.

**Conflicts Disclosure for Vendors:** Board Members must file a conflicts disclosure statement if a vendor enters into or is under consideration for a contract with the District and the vendor:

- Has a business relationship with the Board Member or their family that results in taxable income exceeding \$2,500 during the 12-month period prior to the Board Member becoming aware of the contract.
- Has given a gift (or multiple gifts) valued at over \$100 during the 12-month period prior to the Board Member becoming aware of the contract.
- Has a family relationship with the Board Member.

**Exemptions:** Gifts accepted as political contributions under the Election Code or food accepted as a guest do not require a conflicts disclosure statement.

### Appointment Restrictions

**Appointment of Relatives:** A public official may not appoint a person to a position that is directly or indirectly compensated from public funds if:

- The person is related to the public official by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree.
- The public official holds appointment or confirmation authority as a member of a local board, and the person is related to another member of the Board within the prohibited degree.

## How to Visit Campuses as a Board Member

1. Board members are encouraged to attend as many school events as their time permits.
2. Board members may visit any campus by providing twenty-four (24) hours' notice to the Superintendent and discussing the best time to visit.
3. Board members are required to check in with the principal's office and follow campus guidelines for visitors.
4. Board members may interact with any staff member or student during lunch or recess as long as they do not disrupt the learning process.
5. Following campus guidelines, Board members may go into teachers' classrooms or individual buildings to observe. They may not evaluate the teacher's performance.
6. Board members are not to go into teacher's classrooms or individual building for the purposes of evaluation. Board members may not give any directive to any staff or students.
7. When visiting with teachers of their own children or grand-children, Board members will make it clear that they are acting as parents rather than as Board members.
8. Board members will not request or accept extraordinary consideration or favors from any District employee.

**Related Policies:** GKA (Legal), BBF (local) and BBFA (Legal)

## How to Communicate With the Community

1. Board members are encouraged to participate in community activities as liaisons between the public and the school District. When doing so, Board members are expected to:
  - a. Relay information about District goals.
  - b. Clarify a trustee's limitations, obligations, and responsibilities as a member of the Board.
  - c. Support Board decisions.
  - d. Interact in a positive manner.
  - e. Listen politely and respectfully to comments.
  - f. Make no commitment on behalf of the Board or District.
  - g. Avoid criticizing District personnel.
  - h. Refer questions about specific District activities to the appropriate staff person who can best answer the questions.
2. The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.
3. Signed letters addressed to the Board or a Board member will be forwarded to the President or the Superintendent for inclusion in the weekly Board information packet.
4. The Board will communicate to the community collectively through District communication vehicles authorized by the Board in policy or the District communication plan.

## How to Communicate with Legal Counsel

1. Individual Board members must channel their inquiries to the District's legal counsel through the Superintendent, Board President, or Board designee, as appropriate. Board members shall copy the Board President and Superintendent on all direct communications with the District's legal counsel.
2. Advice from legal counsel shall be reported to the Board upon request of the Board or when deemed necessary by the Superintendent, Board President, or Board's designee.

**Related Board Policy:** BDD (Local)

## How to Communicate With the Media

1. The Superintendent or, in his or her absence, a specified designee shall be the official District spokesperson to the media on District issues.
2. The Board President shall be the official spokesperson for the Board to the media.
  - a. All Board members who receive calls from the media should direct them to the Board's spokesperson and notify the Board President and Superintendent of the call.
3. The Board President may make statements on behalf of the Board only on actions or positions upon which the Board has taken official action, unless an emergency or public necessity exists.
4. If a media request is of critical importance, the Superintendent will notify the Board President and each Board member via phone or e-mail, whichever is more practical.
5. Statements shall not be made to the media regarding personnel or other matters protected by law.
6. A Board member retains the right to speak to the media as an individual but must understand that any comment will likely be interpreted by viewers/readers as an "official" statement of the Board.
7. In speaking as an individual, the Board member should:
  - a. clarify that he/she is speaking as an individual and not for the Board of Trustees;
  - b. remind the media representative(s) that official statements of the Board are made only by the Board President; and
  - c. remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.
8. Press releases issued on behalf of the Board will be approved by the Board President prior to release unless an emergency or public necessity exists.

**Related Policies:** BBF (Local), BDAB (Local), BJA (Local) and GBB (Local)

## Member Decorum and Social Media Policy

1. In the spirit of maintaining the decorum of meetings and public forums, and as role models for the community, staff, and students of the District, all Board members are expected to refrain from embarrassing or berating other Board members.
2. As community figures, Board members shall be held to the same professional and ethical standards that apply to Board meetings and Public Forums in their personal use of "Social Media." The term "Social Media" includes, but is not limited to, Facebook, X (Previously Twitter), Snapchat, LinkedIn, Instagram, and WhatsApp.
3. A Board member's Social Media platforms should clarify that communications are being made as an individual Board member and not as an official District spokesperson.
4. Board members shall avoid discussing District business with a quorum of the Board on Social Media.
5. Board members shall avoid Social Media communications which may be perceived as a predetermination on a pending Board matter.
6. Board members shall not disseminate District content in their possession through Social Media which has not already been distributed by the District to the public.
7. Social Media communications about Board meeting outcomes and discussions shall be limited to information which was disseminated during the open portions of the meeting.
8. Board members shall avoid posting or sharing content via Social Media which is lewd, obscene, or otherwise inappropriate and which may reflect negatively upon the District. "Sharing" as used in this section includes, but is not limited to, re-posting, re-tweeting, liking, linking to, or otherwise discussing.
9. Harassing or discriminatory communications involving District students should be reported to the Board Presidents and Superintendent immediately.
10. When using a District-issued electronic device or District electronic communication systems, Board members shall comply with the District's acceptable use policy.
11. Any concerns that a Board member may have about another Board member's violation of this Operating Procedure shall be addressed through the Operating Procedure, "Expressing Concerns About Another Member's Performance."

## How to Respond to Community or Employee Complaints

1. Listen briefly and respectfully. Remind the complainant of the Board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the Board on appeal.
2. Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue.
3. Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
4. Ask if the complainant has followed the "Chain of Command" outlined in District policy.
5. If the complainant does not know the District's "Chain of Command," provide the following information.
  - a. The complainant should first discuss the problem with the person in authority closest to the problem.
  - b. If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a."
  - c. The administrative supervisor will help the complainant initiate any correspondence or forms required by policy and attempt to resolve the complaint.
  - d. If still not satisfied, the complainant may appeal to the Superintendent or a designee for resolution.
  - e. If the Superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the Board following local policy.
6. Board members will inform the Superintendent of all complaints from staff and community but will not direct the Superintendent to take specific actions.
7. The Superintendent shall inform the Board of the resolution of complaints referred by Board members if the complaint requires Superintendent intervention.

**Related Policies:** DGBA, FNG and GF (Legal and Local for each policy)

## Individual Board Member Request for Information or Reports

- A. Board members shall request information and/or reports through the Board President to the Superintendent.
- B. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the entire Board.
- C. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting.
- D. A member of the governing board of a governmental body or nongovernmental entity may inspect, duplicate, or inspect and duplicate public information maintained by the governmental body or the nongovernmental entity if the member is acting in the member's official capacity.
- E. Public information requested under this section be provided to the member promptly and without charge. If requested by the member, public information requested under this section that is confidential under law shall be redacted from the information provided to the member without charge.
- F. A governmental body or a nongovernmental entity that has been requested to provide information under this subchapter may request the member of a governing board who is receiving public information that is confidential under law to sign a confidentiality agreement that covers the information and requires that:
  - 1. the information not to be disclosed;
  - 2. the information be labeled as confidential;
  - 3. the information be kept securely; or
  - 4. the number of copies made of the information or the notes taken from the information that implicate the confidential nature of the information be controlled, with all copies or notes that are not destroyed or returned remaining confidential and subject to the confidentiality agreement.
- G. Board members will be required to sign a Confidentiality Agreement pursuant to Texas House Bill 4310 upon requesting any confidential information.
- H. In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.
- I. No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or to other custodian of records regarding the preparation of reports shall be by Board action.
- J. Requests for information that are deemed voluminous in nature and are likely to exhaust District resources in gathering the information shall go to the Board for approval.

## How to Prepare the Board Meeting Agenda

### A. Placing items on the agenda

1. The Superintendent drafts agendas for all Board meetings in consultation with the Board President, but final approval for the official agenda is the responsibility of the Board President.
2. Any Board member may request that a subject be included on an agenda for a meeting so long as a minimum of three members agree, and the Superintendent shall include on the preliminary agenda of the meeting all timely-submitted topics. The Board President must ensure that requested agenda items are addressed on that agenda or scheduled for deliberation at an appropriate time in the future so long as a minimum of three board members agree. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that member's specific authorization.
3. The deadline for submitting items for inclusion on the agenda is ten (10) business days before regular meetings and special called board meetings.
4. Board members shall be given notice of regular and special meetings at least (3) business days prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.
5. In accordance with Texas Open Meeting Law, no member can place an item on the agenda less than ten (10) business days in advance of a meeting, except in an emergency as per Texas Code.
6. Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and the topics included meet with the President's approval.
7. The Superintendent will ensure that agenda packets are distributed to Board members at least 4 calendar days before scheduled Board meetings.

### B. Executive Session

1. All personnel items where an individual employee's status with the District is discussed will take place in executive session unless specifically required by Texas Open Meeting Law to be in open session. The Board of Trustees reserves the right to go into executive session in accordance with Section 551.071 through 551.084 of the Texas Government Code to discuss any item(s) it is authorized to discuss in executive session in accordance with the Texas Open Meetings Act. Any necessary Board action related to such item(s) will be taken in open session following executive session.
2. Anything that violates the right to privacy, i.e. Texas Open Meeting Act, Texas Public Information Act, cannot be placed on the agenda.

### C. Consent agenda items

1. When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. The consent agenda shall be items agreed to by the Board President.
2. Board members may call the Superintendent with questions regarding consent agenda item prior to the meeting. If more discussion is warranted, that item may be pulled at the request of any Board member and considered as an action item.
3. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item.
4. For each item listed as part of a consent agenda, the Superintendent shall be sure that backup materials are provided for each Board meeting agenda item, and the information will be relayed to Board members at least 3 business days prior to the meeting. In the event the materials cannot be relayed to Board members by this deadline, the materials shall be given to the Board as early as possible prior to the meeting.
5. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

6. Examples could include:

- a. All routine items;
- b. Annual renewal of Region Two and TEA items;
- c. Budget amendments;
- d. Tax refunds;
- e. Gifts, donations, and bequests;
- f. Financial information;
- g. Minutes of regular and special-called Board meetings
- h. Updates of Board policy;
- i. Routine personnel items;
- j. Routine bid recommendations; or
- k. Items recommended by the Superintendent.

▾ **Related Policies:** BE (Legal and Local), BJA (Local) ▾

## QUESTIONS ABOUT THE AGENDA

1. Board Members should direct agenda-related questions to the Superintendent at least twenty-four (24) hours before the Board meeting. If the information is not available, the Superintendent will inform the Board Member prior to the beginning of the Board meeting.
2. Requests for additional materials relating to regular Board Meeting agenda items shall be made at least one (1) business day prior to the beginning of the Board Meeting.
3. If the Superintendent feels that a request for additional information or materials is not readily available, would interfere with District operations, or cannot reasonably be prepared before the Board meeting, the Superintendent or designee will notify the requesting Board Member and the Board President.
4. The Superintendent or designee will ensure that any additional materials or information that is provided to one Board Member is provided to all Board Members.
5. If a Board Member has requested information or materials, and the request has been denied or delayed in such a manner that the Board Member feels that he/she will not be able to make an informed decision, the request will be placed on the agenda for consideration by the Board; and
6. If the Board President determines that the denied or delayed request should be honored, the Board President and the Superintendent will determine the appropriate timeline for presentation to the Board Members and the agenda item will be pulled from that agenda.

# How to Participate as a Trustee in a Board Meeting

## Preparation for Meeting

1. The Superintendent will ensure that all necessary or requested information is supplied to the Board members to allow for informed decisions. Agenda packets will be delivered simultaneously with the posting of the Agenda.
2. The Agenda packet shall be posted in its entirety, with the exception of sensitive information. Whether information is sensitive shall be determined by the Board President.
3. Board members should read and study the packet prior to each meeting.

## During Meeting

1. All Board members are expected to conduct themselves with professionalism, respect, and integrity.
2. Ensure you are fully prepared, on time and ready to participate.
3. Endeavor to start and end meetings on time.
4. Avoid hidden agendas and springing any surprises on other members.
5. Once recognized by the Board President, ensure that each Board member is allowed to speak without interruption.
6. Focus on agenda item until it is resolved or until a specified time has been reached to resume the resolution process.
7. No Board member will criticize any other member with regard to his/her questions, discussion, or vote.
8. Say it once, say it well.
9. No Board member shall coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.
10. Although it is the duty of every member who has an opinion on a question to express it by his/her vote, the Board member can abstain.
11. Board members abstaining from voting may briefly state their reason for abstention.
12. Model the behaviors the Board expects of students, staff, and community members.
13. Before committing to a position on an agenda items or issue make sure all relevant information has been presented, including the Superintendent's recommendation.
14. During posted meetings, all Board members will conduct themselves according to Robert's Rules of Order, Newly Revised.
15. If during a meeting, a Board member violates Robert's Rules of Order, the following disciplinary procedures will be enforced:
  - The Board President or any member will ask for a recess and the President and another Board Officer will talk privately with the offending Board member;
  - If the offending member continues to be in violation, the President will issue a public warning in open session; and
  - If the offending Board member continues to be in violation, any member of the Board may call for public censure, requiring a majority vote according to Robert's Rule of Order for disruption of a Public Meeting.

*Note: Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternative views on a subject and should be encouraged.*

16. Board members shall treat administrators, teachers or any District employee participating in a Board meeting with respect. The same level of respect shall apply in any Public Forum or Social Media platform.
17. Discussion of any agenda item during regular or special meetings called by the entire Board shall not exceed twenty-one (21) minutes, with each Trustee allotted a total of three (3) minutes to comment on each agenda item. The Board President, at his or her discretion, may extend the amount of time that each Trustee is allowed to speak, provided each Trustee is allowed an equal amount of time. A Board member may not yield his or her time to another member.

## After Meeting

1. Support the decision of the Board and will not work to undermine Board decisions or encourage others to do so.
2. Abide by the confidentiality laws of executive session and ensure all documents, records, reports, etc. are treated in accordance with applicable laws, regulations, policies, etc.
3. Faithfully serve in trust for the entire community.

During Board meetings, Trustees will commit to staying in the Strategic role by focusing on good questioning techniques. The following questions are a sampling of the types of questions that the Carrizo Springs Trustees are committed to utilizing.

## Attendance by Videoconference Call

1. A member or employee of a governmental body may participate remotely in a meeting of the governmental body by means of a videoconference call if the video and audio feed of the member's or employee's participation, as applicable, is broadcast live at the meeting and complies with the provisions of this section.
2. A member of a governmental body who participates in a meeting as provided by Subsection (a-1) shall be counted as present at the meeting for all purposes.
3. A member of a governmental body who participates in a meeting by videoconference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected. The governmental body may continue the meeting only if a quorum of the body remains present at the meeting location or, if applicable, continues to participate in a meeting conducted under Subsection (c).
4. A meeting may be held by videoconference call only if a quorum of the governmental body is physically present at one location of the meeting.
5. The notice of a meeting to be held by videoconference call must specify as a location of the meeting the location where a quorum of the governmental body will be physically present and specify the intent to have a quorum present at that location, except that the notice of a meeting to be held by

videoconference call under Subsection (c) must specify as a location of the meeting the location where the member of the governmental body presiding over the meeting will be physically present and specify the intent to have the member of the governmental body presiding over the meeting present at that location. The location where the member of the governmental body presiding over the meeting is physically present shall be open to the public during the open portions of the meeting.

6. Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the public at the location specified under Subsection (e). If a problem occurs that causes a meeting to no longer be visible and audible to the public at that location, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned.
7. The governmental body shall make at least an audio recording of the meeting. The recording shall be made available to the public.
  1. Meeting Minutes and RecordingsThe minutes of an open meeting, as approved by the Board, must reflect each member's:
    - a. attendance at or absence from the meeting; and
    - b. vote on any item that is voted on by the Board at the meeting.
  2. The Board of Trustees shall post on the District's Internet Website:
    - a. the minutes described by Subsection (a) not later than the seventh day after the date of a meeting at which a quorum of the Board is present and voting; and
    - b. any resolution adopted by the Board not later than the seventh day after the date of the meeting at which the resolution was adopted.
  3. The Board of Trustees shall make a recording of each regular or special meeting of the Board.
  4. The minutes and audio or tape recording of an open meeting must be accessible to the public in accordance with Section 551.022, Government Code.

## How to Communicate With Team Members Between Meetings

1. The Superintendent will communicate with each Board member by weekly Board information packets that may include information such as the following:
  - a. District events
  - b. Progress reports on Board goals and directives
  - c. Follow-up reports in answer to Board member questions
  - d. Updates on administrative matters or district operations
2. The Superintendent will meet with the Board President as needed, or communicate by telephone, fax, and/or e-mail to inform him or her of District issues that may need to come before the Board for information or action.
3. The Board President may direct the Superintendent to distribute copies of documents to each member of the Board for information. The weekly Board information packet will be used to distribute information unless circumstances dictate a more immediate delivery.
4. The Superintendent will communicate requested information to all Board members in as timely a manner as possible without interfering with the regular conduct of District business.
5. Board members may communicate with other individual members for purposes of asking question, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
6. Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.
7. Board members who wish to share information relevant to District business or issues scheduled to come before the Board will relay the information to the Board President for placement on a future agenda or to the Superintendent for distribution to all members in the weekly Board information packet.

**Related Policies:** BE (Legal) and BJA (Local)

## How to Participate as a Trustee in “Public Comment”

1. The Board will follow the provisions adopted in policy BED (Local) in conducting a public comments time during Board meetings.
2. The Board will make copies of policy BED (Local) available to members of the public at Board meetings at which a public comment time is scheduled.
3. Citizens addressing the Board:
  - a) Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose and to specific agenda items. 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.
  - b) At the beginning of each scheduled Board meeting, the Board shall allot time to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up at the Superintendent’s Office by 5:00 p.m. and shall indicate the topic about which they wish to speak and other information as may be required.

Presentations may be for three minutes or less, depending on the number of persons who have signed up to speak. Non-English speakers who require a translator may receive up to six minutes to speak. The presiding officer of the meeting may modify or waive these time limits as appropriate.

- c) At the beginning of each scheduled Board meeting, the Board shall allot time to hear persons who desire to make comments to the Board.
- d) Speakers who sign up to speak on non-agenda items or who do not indicate which agenda item they wish to address shall not be allowed to address the Board. If a speaker fails to restrict his or her comments to the topic he or she identified when signing up, the Board President, or other member presiding over the meeting, shall immediately interrupt the speaker and issue a verbal warning that the comments remain on the identified topic. Should the speaker refuse to comply with this warning, he or she shall forfeit the remaining time allotment.
- e) 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, reordering agenda items, or providing expanded opportunity for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
- f) The Board expects that each speaker will be courteous, respectful and model for the District’s students how one can conduct themselves in a professional manner even when disagreeing with another’s views. Any person, whether speaking to the Board or not, who engages in disruptive action during a Board meeting will be asked to leave the meeting room after one warning. If necessary, the Board President or member presiding over the meeting may request assistance from law enforcement to remove a disruptive person from the meeting room.

Disruptive behavior and actions include, but are not limited to, (1) using racial slurs, insulting,

profane, threatening, derogatory, or abusive language, making violent or threatening gestures; (2) wearing clothing with derogatory symbols or language; (3) strange, curious, odd, outlandish, peculiar, and irrational conduct that is disruptive to the orderly conduct of a board meeting; and (4) wearing clothing and/or a mask that is intended to, or has the effect of, concealing the identity of the individual. Disruptive behavior and actions shall be ruled out of order by the Board President or member presiding over the meeting. If, after at least one warning, any person continues to engage in disruptive behavior or actions, the presiding officer may request assistance from law enforcement officers to remove the disruptive person(s) from the meeting room. Masks and respirators designed to contain respiratory droplets and breath particles and are worn for health reasons are permissible.

- g) Board Members may not register for public comment.
- h) No electioneering shall be permitted on behalf of or against any individual running for political office or to advocate for or against a public measure, and no literature pertaining to any form of electioneering will be permitted during the meeting.
- i) Signs, placards, and banners shall not be allowed inside the Board room. Any citizen wishing to distribute printed handout materials to the Board or audience must submit the materials for review prior to the meeting to the Superintendent's Office by 5:00 p.m.. The Superintendent, or their designee, shall inform the speaker if the materials have been approved for distribution prior to the meeting. All printed handout materials shall be distributed to the Board or audience before or after public comment, but not during.

**Related policies:** BED (Legal and Local), FNG (Local)

- 4. Board response to patrons addressing the Board during Open Forum:
  - a) Board Members may hear comments.
  - b) Board President may direct administration to investigate item(s) and report back to the Board.
  - c) The Board shall not deliberate or make decisions regarding any subject that is not posted on the agenda.
  - d) Board Members cannot respond or enter into discussion with the audience during the meeting, except as follows:
    - i. Items on the agenda shall be discussed as appropriate and scheduled on the agenda.
    - ii. Items not on the agenda do not permit Board Members to respond or discuss, except to make factual statements or refer to Board Policy.
- 5. Discussion of Employee/Student Issues:
  - a) Public comment is not intended for the presentation of allegations of employee or student misconduct, requests for employee or student discipline, personal attacks on individuals, shaming or demeaning individuals associated with the District or disclosing personal information about district employees or students. If an individual makes a complaint or addresses a concern about an individual employee or student, the Board President, or other member presiding over the meeting, shall immediately interrupt the speaker and if necessary shall inform the speaker to utilize the District's relevant grievance policy or appropriate procedure for addressing their concerns.

## How to Express Concern about Another Member's Performance

1. Individual Board members are encouraged to express their concerns about another member's performance directly to that member.
2. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
  - a. The Board President shall discuss the concern with the individual in question on behalf of the reporting Board member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
  - b. The President shall remind the Board member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
  - c. If the Board member in question does not believe his or her behavior is in conflict with the Board's code of ethics, an agenda item specifying "evaluation of individual Board member performance" may be listed on the agenda for an upcoming Board meeting.
  - d. The matter will be discussed by the full Board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
3. If the concern involves the Board President, a member may discuss his or her concerns with the Board Vice-President.
4. Generally speaking, when concerned about a Board member's behavior, Board members agree the best practice is to:
  - e. Not take concerns about fellow Board members to the Superintendent.
  - f. Not speak about concerns regarding individual members with individuals outside of the Board.
  - g. Not speak negatively about another Board members, Superintendent, or staff in the community.

**Related Policies:** BBFA (legal), BBF (Local)

## Evaluation of the Superintendent

- A. Mid year Evaluation in January Summative Evaluation in June
  - 1. The President will distribute blank evaluation instruments to each member at least two weeks in advance of the summative evaluation meeting along with instructions for completing the instrument.
  - 2. The Superintendent will prepare a report and present it to the President for distribution to Board members with the blank evaluation instruments. The report will include:
    - a. Summary results on Superintendent performance goals established following the previous year's summative evaluation
    - b. Summary of progress on current year's District goals
    - c. Report on student performance as required by the state
    - d. Any additional District or professional highlights the Superintendent believes will demonstrate effective performance for the past year
  - 3. The President will compile all results of the summative evaluation in a written document
- B. Board workshop to develop Superintendent performance goals using District goals, data from TAPR report, and results of most recent summative evaluation; determine progress reports needed and dates to present to Board. (September)
- C. Board workshop to review instrument and process; revise if needed and adopt instrument for the coming year; budget discussion tied to Board goals. (March)
- D. Superintendent incorporates priorities from District goals and Superintendent performance goals into District improvement plans and budget being drafted for next year. (April)
- E. Board elections. (November)
- F. Review evaluation process with new Board members. (February)
- G. Formative evaluation; Superintendent gives progress report on this year's performance goals.
- H. Board reviews Superintendent evaluation policy and confirms dates and process for January mid-year evaluation and June summative evaluation. (October)
- I. Board workshop to review and update District goals using data from most recent TAPR report.
- J. Superintendent's "state of the District" report to the Board; blank evaluation forms, copy of Superintendent contract, and comparison information regarding Superintendents' salaries and benefits distributed to Board members. Report on District goals. (December)

## Violation of Board Operating Procedures

1. Upon inclusion on the agenda and public posting in accordance with the law, the Board may convene in executive session to discuss a violation of these Board Operating Procedures, or other Board policies, so long as the deliberation is confined to the duties, discipline, or complaint against a Board member.
2. The Board member may request that the deliberation be concluded in open session.
3. As a consequence of these deliberations, the Board may elect to do nothing, or may reconvene in open session and vote to:
  - a. Publicly reprimand the Board member;
  - b. Recommend additional training for the Board member;
  - c. Discontinue Board member's Committee or Officer assignment; or
  - d. Disallow Board member from entering District property without prior approval, with the exception of Board meetings.

Nothing provided herein shall be construed to alter, modify, or limit in any way the rights of District personnel and members of the public to file complaints against the Board or Board members under applicable Board policies.



# Board Of Trustees

**Anita Franco, President**

**Michael Uriegas, Vice-President**

**Albino Doria, Secretary**

**Jeffrey Ortiz, Board Member**

**Noe Zarate, Board Member**

**Wilbur Cruz, Board Member**

**Oscar Morones, Board Member**

**Rose Pearson, Superintendent of Schools**

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