

# BOARD



## OPERATING PROCEDURES

**DISTRICT 3**  
**M. Jennifer Parker**  
**President**



**AT-LARGE**  
**Mary Macias**  
**1st Vice President**



**DISTRICT 2**  
**James. R. Pendell**  
**Member**



# **BOARD**

# **MEMBERS**

**Updated 1.2026**

**DISTRICT 5**  
**Isela Torres**  
**2nd Vice President**



**AT-LARGE**  
**Claudia A. Marquez**  
**Member**



**DISTRICT 1**  
**Sandra Ivonne Shay**  
**Secretary**



**DISTRICT 4**  
**Sigifredo Montes**  
**Member**



## A.PREAMBLE

### a. Purpose

1. The Clint Independent School District Board of Trustees is committed to serving the students, staff, and community with integrity, transparency, and dedication. As elected representatives, the Board members uphold the values of accountability, collaboration, and excellence in governance. These Board Operating Procedures establish a framework for the Board's responsibilities, decision-making processes, and interactions with the Superintendent, staff, and the public. By adhering to these procedures, the Board ensures effective governance, fosters public trust, and supports the district's mission to provide a high-quality education for all students.

This document serves as a guide to maintaining a unified and professional working relationship among Board members and with the Superintendent. It reflects the Board's commitment to operating as a cohesive "Team of Eight", focused on student success and the continuous improvement of the Clint Independent School District.

The adoption and implements the Board Operating Policies and Procedures to achieve the following purposes:

1. To outline the Board's general powers and duties under chapter 21, subchapter B, of the Texas Education Code, and other applicable laws;
2. To establish procedural rules governing the Board pursuant to section 21.041(a) of the Texas Education Code;
3. To apprise board members of the standards of conduct and conflict of interest provisions applicable to their conduct pursuant to chapter 572 of the Texas Government Code; and
4. To adopt policies that clearly define the responsibilities of Clint ISD Board.

b. Scope

1. These Board Operating Policies and Procedures apply to all activities conducted by the Board.

c. Nondiscrimination Policy

1. The Board shall comply fully with the nondiscrimination provisions of state and federal law, rules, and regulations. The Board shall ensure that no person shall be excluded from consideration for appointment as an officer or committee member of the Board, or be denied benefits

of, or participation in, any program or activity overseen by the Board, on the grounds of race, religion, color, national origin, sex, disability, age or veteran status, in violation of law.

## PREFACE

The Board of Trustees, as a governing body, is responsible for establishing policies for the Clint Independent School District. It is the duty of the Superintendent and staff to lead and manage the district while ensuring that Board policies are effectively implemented.

A successful district operates through a strong partnership between the Board and the Superintendent, often referred to as the “**Team of Eight.**” This collaboration is essential to achieving the district’s goals and priorities.

The **Clint Independent School District Board Operating Procedures** serve as a guide for the Board and Superintendent, providing structure and clarity in their roles and responsibilities. These procedures function as standard operating protocols that supplement the district’s official policies, ensuring cohesive and effective governance.

BA	Board Legal Status
BAA	Board Legal Status - Powers and Duties
BBA	Board Members - Eligibility/Qualifications
BBB	Board Members - Elections
BBC	Board Members - Vacancies and Removal from Office
BBD	Board Members - Training and Orientation
BBE	Board Members - Authority
BBF	Board Members - Ethics
BBFA	Ethics - Conflict of Interest Disclosures
BBFB	Ethics - Prohibited Practices
BBG	Board Members - Compensation and Expenses

BBI	Board Members - Technology Resources and Electronic Communication
BDAA	Officers and Officials - Duties and Requirements of Board Officers
BDB	Board International Organization - Internal Committees
BE	Board Meetings
BEC	Board Meetings - Closed Meetings
BED	Board Meetings - Public Participation
BJCD	Superintendent - Evaluation
BQ	Planning and Decision-Making Process

## School Board Ethics

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/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/opinions.

### **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.

**Student-centered focus**

- Most importantly, I will continuously guide by what is best for all students of the District.

# BOARD OPERATING PROCEDURES

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## I. Election of Board Members

1. The Board consists of seven members elected by the community through a combination of at-large and single-member district elections. Members serve staggered four-year terms.
  2. Board elections are conducted biennially on the uniform election date in November.
  3. A meeting will be held within 14 days after the election to:
    - Canvass election results.
    - Administer the Statement of an Elected Officer.
    - Conduct the swearing-in ceremony for newly elected members.
    - Elect Board officers, including President, 1st Vice President, 2nd Vice President, and Secretary.
  4. For specific policies related to Board elections, refer to District Policies BBB (LEGAL & LOCAL), BBBA (LEGAL & LOCAL), and BBBB (LEGAL & LOCAL) available online.
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## II. Board Training and Orientation Requirements

1. Annual Training Requirements
  - The Board must meet annual training requirements between January 1 and December 31.

2. Training for New Board Members (Within 120 days of election)
    - Orientation for new Board members.
    - Training on the Texas Education Code.
    - A minimum of three hours of team-building training with the Board and Superintendent.
    - Ten additional hours of continuing education credits.
  3. Training for Experienced Board Members
    - Updates on the Texas Education Code.
    - A minimum of three hours of team-building training with the Board and Superintendent.
    - Five additional hours of continuing education credits.
  4. Annual Training Report
    - The Board President must announce a report at the final Board meeting in December detailing each member's training status and compliance with requirements.
  5. Additional Professional Development
    - Board members are encouraged to join the Texas Association of School Boards (TASB) and participate in the TASB convention, as well as other relevant conferences, conventions, and training sessions.
  6. Policy References
    - For legal policies related to Board training, refer to District Policy BBD (LOCAL & LEGAL) available online.
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## **III. Role, Responsibility, and Authority of Board Members**

1. Board Authority

- The Board has the final authority to establish and interpret policies governing the school district, and subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District.
- Board actions must occur in meetings that comply with the Open Meetings Act.

## 2. Authority of Individual Board Members

- No Board member or officer, acting as an individual, has authority outside of an official Board meeting.
- Board members, acting as individuals, shall not exercise authority over the District, its property, or its employees.
- Except for the specific duties of the Board President, an individual Board member may act on behalf of the Board only with express authorization. Without such authorization, no individual member may commit the Board on any issue.

## 3. Employee Direction

- No Board member has the authority to direct District employees regarding the performance of their duties.

## 4. Policy References

- For specific legal policies related to Board Member roles and responsibilities, refer to District Policy BBE (LEGAL & LOCAL) available online.
- Additional details on Board member roles, including officer responsibilities, can be found in Governance Process and Board/Superintendent Relations (Section B: Local Governance) Policies.

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## IV. Board Meetings

### 1. Regular Meetings

- The Clint ISD Board of Trustees holds one regular meeting per month, typically on the third Wednesday at 6:00 p.m.
- The Board President may adjust the date, time, or location of a regular meeting when deemed necessary, with proper notice.

### 2. Special Meetings & Training Sessions

- Additional meetings may be scheduled as needed for specific topics and may be held as special meetings or training sessions.

### 3. Quorum Requirements

- A minimum of four Board members must be present to constitute a quorum for a meeting.

### 4. Closed (Executive) Sessions

- If a closed meeting is called before or during a regular meeting, it must comply with Chapter 551 (Open Meetings) of the Texas Government Code.

### 5. Emergency Meetings

- The Board President must call an emergency meeting when deemed necessary by the President or at least two Board members, based on an urgent public necessity as defined by Chapter 551 of the Texas Government Code.

### 6. Policy References

- For specific policies related to Board meetings, refer to District Policy BE (LEGAL) available online.

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## V. Board Preparation for Meetings

1. Board Meeting Materials
  - The Superintendent's Office and Administration shall provide supporting documents required for informed decision-making in the Board Meeting Agenda Packet via BoardBook.
2. Access to Meeting Materials
  - BoardBook packets will be made available to Board members at least 72 hours before scheduled meetings, in compliance with posting requirements.
3. Pre-Meeting Review
  - Board members must review all BoardBook packet materials before each meeting.
4. Clarifications & Questions
  - Board members should address any questions or seek clarification regarding agenda items with the Superintendent or Superintendent's Office prior to the meeting or at least two hours before the scheduled start time.
  - While Board members may ask relevant questions during the meeting, this should not substitute for proper preparation.

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## VI. Developing Board Meeting Agendas

1. Agenda Preparation

- In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
  - The Board President will receive a draft agenda for review at least by the Thursday prior to the Friday posting.
2. Board Member Agenda Requests
- Any Board member may request an item be placed on the agenda for Board consideration.
  - The deadline for submitting agenda items is:
    - Noon on the seventh calendar day before a regular meeting.
    - Noon on the third calendar day before a special meeting.
3. Agenda Finalization
- Before finalizing the agenda, the Superintendent shall consult with the Board President to ensure the proposed topics align with Board priorities.
  - The Board President shall not remove an item requested by a Trustee without the requesting Trustee's specific authorization.
  - Timely submitted trustee-requested agenda items must be included in the agenda for the next regularly scheduled Board meeting.
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## **VII. Individual Board Member Requests for Information or Reports**

1. Requesting Information
- Board members must email or call the Superintendent to ask questions or request information.

- Board members are encouraged to request information related to meeting agenda items before the scheduled meeting.
- Requests for information or clarifications on agenda items should be made at least two hours prior to the scheduled meeting.

## 2. Distribution of Information

- Written responses to Board member information requests shall be distributed to all Board members in a timely manner.

## 3. Communication Protocol

- Any questions about agenda items or requests for additional information must be directed to the Superintendent.
- Individual Board members shall not issue formal written or oral requests directly to campus principals or other administrators.

## 4. Requests for Information, Documentation, or Reports Other than Agenda Items

- Board Members will direct their individual requests for detailed or sensitive non-agenda information to the Superintendent or Board President.
- Information requested by one Board Member shall be provided to all Board Members at the same time.
- If the Board determines that the request for information should be honored, it will determine, with the Superintendent, an appropriate timeline for presentation of the information to all Board Members.
- The Superintendent will inform the Board Member requesting the information that the request is subject to being tracked under Section 11.1512 of the Texas Education Code and provide the requesting Board member the appropriate form for the Board member to complete.

- If the Board Member proceeds with the request and completes the form, the administration will track the request and respond in accordance with District policy and these procedures. For tracking purposes the “cost” of the request will be calculated as if the Board member requested one complete set of records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will be charged to the Board Member.
- Requests for record will not be tracked in the following circumstances: (1) when a request is made during a board meeting and approved by a majority of the board members present through a motion or other official board action; or (2) when an individual board member asks a general question outside of a board meeting that does not constitute a request for records, even if the administration chooses to provide supporting documentation to the full board in response.
- If the Board Member’s written request seeks access to records that are confidential under the Texas Public Information Act or other law, the Superintendent may provide access to the records in full, provided that the Board Member is making the request in their official capacity. If the district provides records, or documents, additional security controls may be required.
- If the Board Member requests access to District records in a personal capacity, as opposed to their official capacity as a Board member, the Superintendent will direct the Board member to the District’s procedure pertaining to public requests for public information.
- The District must respond to a Board Member’s request for information, documents and records maintained by the District not

later than the 20th business day after the date the District receives the request, this period may be extended for a period not to exceed the 30th business day in compliance with statutory requirements.

- If the District fails to provide the requested information in the time required, the Board Member may bring suit against the District for injunctive relief, court costs, and reasonable attorney's fees.

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## **VIII. Discussion, Debate, and Voting**

### 1. Parliamentary Procedure

- The Board shall follow the parliamentary guidelines outlined in Robert's Rules of Order (Newly Revised).
- The Board may adopt additional meeting rules to supplement Robert's Rules by a majority vote, provided the issue is placed on an agenda for discussion.
- Locally adopted procedures shall be explicitly stated in these Board Operating Procedures, and shall take precedence over Robert's Rules in cases of conflict, as long as they comply with the law.

### 2. Action on Agenda Items

- No item shall be acted upon by the Board unless it has been properly posted in the public notice for the meeting.

### 3. Procedure for Board Action

- When an agenda item requiring action is reached, the following process shall apply:
  1. The Board President shall read or announce the agenda item for action.

2. The Superintendent or an appropriate staff member may provide a comment, statement, recommendation, or presentation regarding the item.
  3. The Board may discuss the item and raise any relevant questions.
  4. Each Board member shall exercise their right and obligation as an elected official to participate in deliberations and vote on each item, unless a conflict of interest exists.
  5. Board action is taken through a motion and a second, followed by a vote of the members present. The Board may also choose not to take action on an item.
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## **IX. Closed/Executive Session**

### 1. Permitted Deliberations

- The Board may deliberate on specifically identified agenda items in closed session if the deliberation falls within an authorized exception to the Texas Open Meetings Act, including but not limited to those set forth in Texas Government Code §§ 551.071–551.090.
- During executive session, the Board may deliberate on properly posted items but cannot take action on those items in closed session.
- All Board actions, including voting, must occur in open session, as required under Chapter 551 (Open Meetings) of the Texas Government Code.

### 2. Confidentiality of Executive Session

- Discussions and information shared during executive session shall remain strictly CONFIDENTIAL.

### 3. Proper Procedure for Convening an Executive Session

- The Board must first convene in open session with proper posting.
- The presiding officer must publicly announce the Board's recess into executive session and read aloud the posted agenda items to be discussed under Chapter 551 (Open Meetings) of the Texas Government Code.
- The presiding officer must announce the date and time before convening in executive session and again when exiting executive session.

### 4. Records of Executive Sessions

- Per a Texas Attorney General's opinion, the Board shall maintain a certified agenda with attached minutes for each executive session.
- Only members of the Board of Trustees—whether present at the executive session or not—may review the minutes without a court order.
- A Board member wishing to review executive session records must submit an official request to the Board President, specifying the agenda(s) to be reviewed.
- Minutes of executive sessions shall be sealed, kept confidential, and stored in a secure, locked location.

### 5. Limitations on Discussion

- The Board may only discuss items listed on the executive session agenda, as permitted by law.
- For additional details, refer to Section IV of these Operating Procedures or District Policy BEC (LEGAL) available online.

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## **X. Public Participation and Conduct During Board Meetings**

### A. Public Forum and Citizens' Conduct During a Regular Board Meeting

#### 1. Public Comment Guidelines

- Audience participation is limited to the designated Public Forum/Comment portion of the meeting.
- At all other times, audience members may not engage in discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

#### 2. Public Comment at Board Meetings

- At Regular Board Meetings, public comment is permitted, regardless of whether the topic is on the posted agenda.
- At all other Board meetings, public comment is limited to items on the posted agenda.
- Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins and shall indicate the agenda item or topic on which they wish to address the Board.

#### 3. Speaking Time Limits

- No presentation shall exceed three minutes; however, a non-English speaker whose comments require the assistance of a translator shall not exceed six minutes.
- When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the Board may adjust public comment procedures, including

adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments

- No person may sign up on behalf of another person, exchange speaking time, or yield time to others.
- The Board President shall recognize persons who have signed up to speak.

#### 4. Time Management and Speaker Conduct

- The Board President is responsible for tracking each speaker's allotted time using a timing device.
- After the timing device signals the end of the speaker's time, the Board President will provide two warnings before final enforcement.
- Individuals wishing to distribute written materials to the Board must submit them to the Superintendent's assistant for distribution.

#### 5. Decorum and Enforcement

- Board meetings are conducted in public for the purpose of managing District business; they are not public meetings for open discussion.
- Disruptions will not be tolerated.
  - If a person continues to disrupt the meeting after at least one warning from the presiding officer, the individual shall be removed by a Clint ISD police officer.
- Signage restrictions:
  - Signs, placards, or banners must not block the view of attendees or obstruct the District's broadcast cameras.
  - Individuals displaying signs must be seated at the back of the Board room.
  - A maximum of 10 attendees may display signs at any given time.

- Signs must address Clint ISD-related topics listed on the Board’s agenda.
- Signs may not contain:
  - Complaints about an individual employee, personnel actions, student disciplinary matters, or litigation.
  - Defamatory, obscene, or inflammatory language (including “fighting words”).
- No electioneering shall be permitted on behalf of or against any individual running for political office and no literature pertaining to any form of electioneering will be permitted during the meeting.

#### 6. Maintaining Topic Relevance

- Speakers must remain on the topic they identified when signing up.
- If a speaker deviates, the Board President will issue a verbal warning.
- Failure to comply will result in forfeiture of the speaker’s remaining time.
- Individuals signing up to speak on non-agenda items or failing to specify a topic will not be allowed to address the Board.

#### 7. Prohibited Topics During Public Comment

- 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.

#### 8. Expectations for Public Decorum

- The Board expects courtesy and professionalism from all speakers and attendees.
- Any individual—whether speaking or not—who engages in disruptive behavior will be given one warning before being asked to leave.
- If necessary, law enforcement may be called to remove the disruptive person.

#### 9. Submission of Written Comments

- Individuals may submit written comments to the Board at any time by mail to:

Clint Independent School District

14521 Horizon Boulevard, El Paso, Texas 79928

- Even if a person’s privilege to address the Board has been revoked, they may still submit concerns in writing.
- Written submissions are subject to the same content restrictions as spoken comments.

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## **XI. Board Members Addressing Public Forum Comments**

### A. Response to Persons Addressing the Board During Public Forum

#### 1. Public Forum Procedures

- Individuals wishing to address the Board during public comment/forum must comply with policy BED (LOCAL), which outlines the designated times and procedures for public participation.
2. Board Member Responses During Public Forum
- During the public forum portion of the meeting, Board members will listen to comments but will not engage in dialogue with the speaker.
  - Only the Board President, as the designated spokesperson, may provide a response if a response is required.
  - The Board shall not deliberate or take-action on any subject that is not on the posted agenda.
3. Follow-Up on Public Concerns or Complaints
- The Board President will request that individuals with concerns or complaints complete a District-provided form.
  - The form will be submitted to the Superintendent, who will follow up on the matter and report back to the Board in accordance with the Superintendent's employment contract.
  - The Board President shall recognize Board members prior to any member asking clarifying questions or making statements regarding public comments.
  - The Board may direct the Superintendent to investigate issues raised and provide a report as appropriate.

## B. Public Forum on Employees or Students

### 1. Prohibited Discussion of Specific Employees or Students

- Specific complaints about individual district employees must be addressed through the District’s grievance policy.
- The Board requests that citizens avoid mentioning students or employees by name during public comments or public hearings.

## C. Public Hearings and Board Meetings

### 1. Scheduling of Public Hearings

- The Superintendent may schedule public hearings to address community concerns or specific issues.
- The Board may assemble during public hearings for information-gathering purposes, but it is not required by law to do so unless otherwise posted.

### 2. Public Hearing Procedures

- Individuals or representatives of groups wishing to speak must sign up prior to the start of the hearing.
- On the day of the hearing, sign-up sheets will be available at:  
Clint Independent School District  
14521 Horizon Boulevard, El Paso, Texas 79928
- Sign-up is permitted until the scheduled start time of the hearing as posted on the agenda.

### 3. Speaker Limitations and Conduct

- The Board may limit the number of speakers during a public hearing.
- The Board will determine the speaking time per individual for each hearing.
- No individual may sign up for another person, nor exchange or yield speaking time to others.

- The Board will not engage in discussion or dialogue with the public during the hearing.
- The Board may provide factual information or refer to existing policies to clarify questions or concerns raised.

## D. Parliamentary Procedure and Meeting Conduct

### 1. Parliamentary Guidelines

- The Board shall follow Robert's Rules of Order (Newly Revised) for parliamentary procedure.
- All discussions must remain focused on the business currently under deliberation.
- The Board President is responsible for ensuring discussion stays relevant and may halt off-topic discussions.
- A Board member must be recognized by the Board President before making a comment.

### 2. Legal Policies Governing Public Participation

- For specific legal policies regarding public participation at Board meetings, refer to District Policy BED (LEGAL), available online.

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## **XII. Board Member Visits to School Campuses**

### A. Official Visits

1. Board members wishing to visit a campus in their official capacity to observe a program or activity must coordinate their visit with the Superintendent or the Superintendent's Office.
2. Board members are encouraged to attend as many school events as their schedules permit.

### B. Campus Visit Procedures

1. Board members must check in at the campus office and follow all campus visitor guidelines.
2. Board members visiting a campus in any capacity other than their official role must adhere to District Policy GKC (LOCAL), which states:
  - Classroom visits during instructional time require prior approval from both the principal and the teacher.
  - Visits must not interfere with instruction or disrupt the school environment.

### C. Participation in School Events

1. Board members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon-cutting ceremonies, and other school functions.

2. Board members shall not request or accept special treatment or "favors" from any district employee.
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## **XIII. Citizen or Employee Requests/Complaints to Individual Board Members**

### A. Handling Complaints

1. If a parent, student, or member of the public presents a concern or complaint, that is part of a formal grievance, to an individual Board member, the Board member should:
  - Listen briefly and respectfully to understand the issue.
  - Remind the complainant that the Board must remain impartial and noncommittal because complaints may later be presented to the Board for appeal.
  - Clarify that only the Board as a whole, not individual Board members, can take-action to resolve issues.
2. If the complaint is not part of a formal grievance, the Board member should:
  - Direct the complainant to the appropriate policy or grievance procedure.
  - Refer them to the appropriate employee or administrator who can best assist in resolving the issue.

### B. Grievance Procedures

The following policies outline the proper procedures for complaints:

- DGBA (LEGAL & LOCAL) – Employee complaints

- FNG (LEGAL & LOCAL) – Parent and student complaints
- GF (LOCAL) – General public complaints

All grievance policies generally follow a Chain of Command process. Board members should ensure complainants are aware of these policies and procedures.

### C. Superintendent Notification

1. Board members must inform the Superintendent of complaints from staff or the community but shall not direct the Superintendent to take specific action.
2. The Superintendent will notify the Board of the resolution of complaints referred by Board members if the issue required the Superintendent's intervention.

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## **XIV. Media Inquiries to the Board**

### A. Responding to Media Requests

1. Individual Board members may respond to media inquiries at their discretion but are encouraged to consult the Superintendent before doing so.
2. If a Board member receives a media request for information, comments, or an interview, they should:
  - Direct district-related inquiries to the Superintendent.
  - Direct Board-specific inquiries to the Board President.

## B. Official Spokesperson

1. The Board President typically serves as the official spokesperson for the Board.
2. Under special circumstances, the Board may appoint an alternative spokesperson.

## C. Guidelines for Speaking to the Media

1. If speaking to the media, Board members should clarify that they are expressing personal opinions and not speaking on behalf of the Board of Trustees.
  2. Board members should reference the official Board position or previously taken actions and direct further inquiries to the designated spokesperson.
  3. It is inappropriate for a Board member to express an opinion on an issue scheduled for discussion at an upcoming Board meeting.
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# **XV. Evaluation of the Superintendent**

## A. Annual Review

1. As outlined in Local Governance Policy BJCD (LOCAL), the Board will conduct an annual performance review of the Superintendent.
2. The evaluation will be conducted in a closed session.
3. The Superintendent's contract, terms, conditions, and compensation may be reviewed annually.

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## **XVI. Communications**

### A. Board/Superintendent Communication

1. To ensure Board members are adequately informed, the Superintendent shall provide timely and comprehensive information through:
  - Board meetings and executive sessions
  - Board packet deliveries
  - Voicemail, text messages, or emails
  - Telephone calls
2. Board members will keep the Superintendent informed through various means, including:
  - Telephone calls, voicemail, texts, or emails
  - Personal visits and dialogue meetings
  - Requests for executive sessions or open meeting discussions
3. The Board's official communication with the operational organization is through the Superintendent. However, the Superintendent may designate senior staff members as Board contacts to facilitate communication.

### B. Board Response to Contacts/Correspondence

1. Individual Trustees may communicate with members of the community as they deem appropriate. However, while the Board values stakeholder input, it is not possible to respond to every inquiry.
2. Letters and faxes addressed to individual Trustees and received in the Superintendent's Office will be included in the Trustees' Board meeting

packets. Urgent or time-sensitive items will be forwarded by email or telephone before the Board meeting.

3. Citizens may contact Board members via their Clint ISD-designated email addresses. Trustees should acknowledge receipt and forward the message to the Superintendent's Office, ensuring an appropriate response is provided on behalf of the Board. Trustees will receive a copy of the response.
4. If the Board President responds in writing to an inquiry, all Board members will receive a copy of the response.
5. The Board encourages community input while maintaining confidentiality. Anonymous calls or letters will not receive a response and will not result in directives to the administration.

#### C. Administration Response to Contacts/Correspondence

1. All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff members.
2. The designated staff members will investigate concerns and respond in a reasonable and timely manner. The administration aims to provide responses within 10 working days.
3. The administration welcomes community input but will not respond to anonymous calls or letters.
4. The confidentiality of individuals submitting correspondence will be maintained as appropriate.

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## **XVII. Travel Reimbursement**

### A. Suspension of Board Travel

Due to budget constraints, the Board of Trustees has suspended all Board travel effective February 1, 2024.

### B. Travel Expense Reimbursement

1. When Board travel is authorized and deemed necessary for district business, the District will reimburse reasonable travel expenses for attendance at:
  - Regional, state, or national conventions
  - Conferences and workshops
2. The District will not cover travel expenses for spouses or individuals who do not have official Board duties.
3. Per District Policy BBG (LOCAL), if a Board member receives a travel advance, any balance due to the District must be repaid within 60 days of the trip's conclusion.
4. All out-of-state Board travel must be approved by the Board.
5. Each Board member is limited to four (4) trips per year (June–July).

For additional details on Board Member Travel Reimbursement, refer to District Policy BBG (LEGAL) available online.

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## **XVIII. Role of the Secretary to the Board**

### A. Responsibilities of the Superintendent's Secretary

1. The Superintendent's Secretary shall:
  - Take official minutes of all Board meetings, work sessions, and public hearings.
  - Provide minutes for Board review and approval in a timely manner.

### B. Clerical and Organizational Support

The Superintendent's Secretary shall assist the Board by:

1. Forwarding Board-related correspondence and emails to Board members when a response is appropriate.
2. Maintaining the Board Calendar of Events.
3. Contacting Board members regarding meeting dates and times.
4. Assisting the Board with constituent contacts.
5. Making travel arrangements and reservations for Board training and conferences.
6. Maintaining Board files.
7. Tracking Board members' training credit completion.
8. Assembling weekly Board packets and performing other duties as assigned by the Superintendent.

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## **XIX. Video and Audio Recordings of Meetings**

### A. Recording Procedures

1. The District shall provide video or audio recordings of:
  - Regular Board meetings
  - Work sessions
  - Special called meetings where the Board votes on a matter or allows public comment/testimony.
2. All recordings shall be made available on the District's website.
3. The District's Technology Department is responsible for recording all Board meetings.
4. Board members are prohibited from recording regular Board meetings, work sessions, or special called meetings using personal video or audio devices.

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## **XXX. Reviewing the Board Operating Procedures**

1. The Board of Trustees Operating Procedures will be reviewed and updated in November of each election year.
2. The review process will be included as part of Board training.

# #WeareCLINTISD

Non-Discrimination Statement  
NON-DISCRIMINATION STATEMENT  
Public Notification of Nondiscrimination

It is the policy of Clint ISD not to discriminate on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights or grievance procedures, contact the district's Title IX Coordinator, Assistant Superintendent for Personnel Services, at 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000 and/or Section 504 Coordinator at 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000.

Notificación Pública de Prácticas No-Discriminatorias

Es la póliza de el Distrito Independiente de Clint no discriminar por motivos de raza, color, religión, sexo, género, origen nacional, impedimento físico, edad ó cualquier otro motivo en sus prácticas de empleo tal como lo prohíbe el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Assistant Superintendent for Personnel Services, en 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000 y/o el Coordinador de la Sección 504, en 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000.