



Spring Branch ISD

BOARD OF TRUSTEES
OPERATING PROCEDURES
MANUAL

*955 Campbell Road - Houston, Texas 77024
(713) 464-1511*

Board/Superintendent Operating Procedures

10/23/2023

	Adopted procedure of Policy Date	Bd. Approved Revised Procedure Date
Ethics		
Board Members: Ethics	June 22, 2000	Dec. 20, 2004
Team Operations		
Communication		
1). Questions About the Agenda	Oct. 25, 2004	Oct. 27, 2008 Sept. 26, 2016
2). Team Member Communication Between Meetings	Oct. 25, 2005	July 23, 2012 Sept. 26, 2016
3). Board Member Requests for Information Other Than Agenda Items	Oct. 25, 2004	Sept. 26, 2016
4). Board Member Contacts With Campuses	Oct. 25, 2004	
5). Board Member Responses to Community or Employee Complaints	Oct. 25, 2004	July 23, 2012
6). Board Member Communication With the Media	Oct. 25, 2004	Sept. 29, 2005 July 23, 2012 Sept. 23, 2019
7). Board Member Communication With the Community	Oct. 25, 2004	July 23, 2012
8). E-mail Protocol	Apr. 25, 2005	July 23, 2012
9). Board Member Communication With Governmental or Legislative Agencies	Oct. 24, 2005	Sept. 23, 2019
Meetings		
10). Preparation of the Agenda	Oct. 25, 2004	Sept. 26, 2016 April 8, 2022
11). Board Member Preparation for Meetings	Oct. 25, 2004	Oct. 27, 2008 Sept. 26, 2016
12). Board Member Participation During Meetings/Public Forums	Feb. 28, 2005	Oct. 26, 2009 Aug. 17, 2012 Sept. 28, 2015 Sept. 26, 2016 Sept. 23, 2019
13). Member Participation in Discussion, Debate, and Voting	Feb. 28, 2005	Aug. 24, 2009 Aug. 17, 2012 Sept. 26, 2016 Sept. 23, 2019
14). Member Responses to Inquiries About Closed/Executive Sessions	Feb. 28, 2005	

15). Participation by People Other Than Team Members in Closed/Executive Sessions	Feb. 28, 2005	
16). Board Reorganization/Election of Officers	Apr. 25, 2005	Feb. 25, 2008 April 27, 2009 Oct. 24, 2011 Aug. 17, 2012 April 8, 2022
17). Selection and Operation of Board Liaisons	Oct. 25, 2004	Oct. 27, 2008 Feb. 28, 2011 Aug. 17, 2012 Sept. 26, 2016 Sept. 23, 2019 April 8, 2022
18). Preparation of Annual Board Calendar	Jan. 24, 2005	Aug. 17, 2012 Sept. 26, 2016 Sept. 23, 2019 April 8, 2022
19). (Intentionally Left Blank)		
Board Development		
20). New Member Orientation	Oct. 25, 2004	Sept. 27, 2010 Aug. 27, 2012 Sept. 26, 2016
21). District Leadership Team Transition Process	May 23, 2005	Aug. 27, 2012
22). Selection of Timing and Activity for Annual Teambuilding Session and Assessment of Team Continuing Education Needs	Feb. 28, 2005	Aug. 27, 2012
23). Annual Board Review and Establishment of Goals	Feb. 28, 2005	Aug. 27, 2012
24). Board Member's Concerns About Another Board Member's Performance	Apr. 25, 2005	Aug. 27, 2012
25). Procedures for Reimbursable Board Travel and Training Opportunities	Jan. 24, 2005	Aug. 27, 2007 Sept. 26, 2016
26). Through 29). (Intentionally Left Blank)		
	Adopted procedure of Policy Date	Revised Procedure Date
Governance and Oversight Tasks		
Planning		
30). Establishment of District Strategic Plan, the <i>Spring Branch Plan</i>	Apr. 25, 2005	Feb. 25, 2008 Apr. 27, 2009 Nov. 26, 2012

31). Board's Review of the District's Progress Toward Accomplishment of <i>Spring Branch Plan</i>	Apr. 25, 2005	Feb. 25, 2008 Apr. 27, 2009 (deleted) Nov. 26, 2012
32). (Intentionally Left Blank)		
33). Board's Review and Approval of <i>Spring Branch Plan</i> (District Improvement Plan) and Campus Performance Objectives	Jan. 24, 2005	June 24, 2008 Nov. 26, 2012
34). (Intentionally Left Blank)		
35). Board's Review of <i>Spring Branch Plan</i>	Oct. 24, 2005	Nov. 26, 2012 Sept. 23, 2019
36). (Intentionally Left Blank)		
37). Development and Adoption of District Budget (full cycle)	Oct. 24, 2005	Sept. 23, 2019
38). (Intentionally Left Blank)		
39). (Intentionally Left Blank)		
Policy		
40). Review of District Policies	Feb. 28, 2005	Sept. 25, 2006 Oct. 22, 2012 Sept. 23, 2019 Aug.28,2023 Oct. 23, 2023
41). Development of District Policies	Feb. 28, 2005	Sept. 25, 2006 Oct. 22, 2012 Sept. 23, 2019 Aug.28,2023 Oct. 23, 2023
42). Traditions of the Board	Feb. 25, k2008	Oct. 22, 2012 June 9, 2014
43). Through 49). (Intentionally Left Blank)		
Personnel		
50). Evaluation of Superintendent (full cycle)	May 23, 2005	Jan. 14, 2013 Sept. 26, 2016 Sept. 23, 2019
51). Board Member's Concerns About the Superintendent's Professional Performance	May 23, 2005	Jan. 14, 2013
52). Hiring of Personnel Other Than the Superintendent	May 23, 2005	Jan. 14, 2013

53). Board Hearings of Employee Grievances	May 23, 2005	Jan. 14, 2013
54). Board Members' Concerns About the performance of Employees Other Than the Superintendent	Apr. 25, 2005	Jan. 14, 2013
55). Through 59). (Intentionally Left Blank)		

Ethics

**BOARD MEMBERS:
ETHICS**

BBF (LOCAL)

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.

**TRUSTWORTHINESS
IN STEWARDSHIP**

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

**HONOR IN
CONDUCT**

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

**INTEGRITY OF
CHARACTER**

- I will refuse to surrender 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 not disclose information that is confidential by law.

**COMMITMENT TO
SERVICE**

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

**STUDENT-
CENTERED FOCUS**

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

DATE ISSUED: 12/20/2004

LDU-51-04

BBF(LOCAL)-X

Communications

1). Questions about the agenda

Procedure:

- 1). Board Members will direct their individual requests for additional materials or information relating to Agenda related questions to the appropriate staff member via e-mail, while copying the request to the Superintendent and Board President prior to the Board Meeting.
- 2). If the requested information is not available, the Superintendent shall inform the Board Member prior to the start of the meeting.
- 3). If the Board Member is unsure of which staff member would be able to answer questions, the Board Member shall seek the advice of the Board President or Superintendent.
- 4). In order to honor the time of SBISD staff, Board Members will make every attempt to request additional materials or information relating to regular Board Meeting Agenda items by 9:00 a.m. of the last working day before the scheduled meeting.
- 5). If staff 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.
- 6). 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.
- 7). 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 as an Executive Session item posted as "Consideration of the Duties of a Public Officer".
- 8). If the Board determines that the request should be honored, the Board and the Superintendent will determine the appropriate time line for presentation to the Board Members and the Agenda item will be pulled from that agenda.
- 9). Information requested by one Board Member shall be provided to all Board Members at the same time.

Nothing in this operating procedure shall be construed to limit a Board Member's ability to ask questions during the Board Meeting.

Related Policies:	BE(LEGAL) BDB(LOCAL)	BE(LOCAL) BJA(LOCAL)	BDB(LEGAL)
Date Approved:	Oct. 25, 2004		
Date Revised:	Oct. 27, 2008 Sept. 26, 2016		

2). Team member communication between meetings

Procedure:

- 1). The Superintendent will communicate with all Board Members weekly via the Board information packet, and the Board's shared digital folder with information that will include, but not be limited to:
 - A). District Events
 - B). Progress reports: District goals, Minutes of Task Force Meetings, Financial Updates, Operations Updates, Board directives, other information timely and relevant.
 - C). Board agendas and back up information as required
 - D). Information or reports requested by a Board Member
- 2). The Superintendent will communicate requested information to all Board Members in a reasonable time without interfering with the regular conduct of District business.
- 3). The Superintendent or designee will distribute to all Board Members any information requested for the Board by the Board President or a Board Member. When Board Liaisons and senior staff meet and collaborate, either party may suggest information that should be shared with the entire Board.
- 4). Board Members may communicate with other individual Board Members or the Superintendent or staff or staff for the purposes of asking clarifying questions, providing clarifying information under circumstances that do not conflict with or circumvent the Texas Open Meetings Act. Board Members may attend social functions or regional, state or national conventions or workshops, ceremonial events or press conferences if formal action is not taken and any discussion of public business is incidental to the event.
- 5). A quorum of the Board may attend a meeting of a committee or agency of the legislature without posting notice of a meeting under the Open Meetings Act if the deliberations of the Board Members consist only of publicly testifying, publicly commenting, and publicly responding to a question asked by a member of the Legislative Committee or Agency.
- 6). Board Members may not communicate with other individual Board 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 before the Board may relay the information to the Board President or Superintendent for placement on the Board Agenda or, if appropriate, distribution to all Board Members in the weekly Board information.
- 8). The Superintendent or designee will, via e-mail, release information regarding a crisis situation or information that is media related to the Board Members as expeditiously as possible.

Related Policies:	BE(LEGAL)	BJA(LOCAL)
Date Approved:	Oct. 25, 2005	
Date Revised:	July 23, 2012 Sept. 26, 2016	

3). Board member requests for information other than agenda items

Procedure:

- 1). Board Members will direct their individual requests for detailed or sensitive non-agenda information to the appropriate staff member via e-mail while copying the request to the Superintendent and Board President.
- 2). Information requested by one Board Member that has the potential to be an agenda item and that is not constituent specific shall be provided to all Board Members at the same time. Information requested for simple clarification or fact-checking need not be provided to all Board members, unless suggested by the Board Member.
- 3). If the requested information is deemed not readily available or a satisfactory time line cannot be negotiated and the Board Member wishes to proceed, the request will be placed as an Executive Session item posted as “Consideration of the Duties of a Public Officer” on the next Board meeting agenda to determine the Board’s desire for the information.
- 4). If the Board determines that the request for information should be honored, it will determine with the Superintendent, an appropriate time line for presentation of the information to all Board Members. That determination will be made at the same meeting that the Board directs the development of the requested information.

Related Policies:	BBE(LOCAL)	BBE(LEGAL)	BJA(LOCAL)
Date Approved:	Oct. 25, 2004		
Date Revised:	Sept. 26, 2016		

4). Board member contacts with campuses

Procedure:

- 1). Board Members are encouraged to visit any campus.
- 2). As a courtesy, Board Members will inform the campus Principal and the Superintendent's Office of any visit 24 hours in advance of the visit whenever possible, unless the Member is attending a function to which he/she has been invited.
- 3). Board Members must check in at the Principal's office following District guidelines, and must have their identification badge visible.
- 4). All visits are to be escorted or directed by a staff member designated by the principal.
- 5). Board Members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
- 6). Board Members will not assume a supervisory role with staff or students.
- 7). Board Members will not assume a participator role with staff or students unless specifically requested by campus staff.

** This operating procedure does not pertain to visits as a parent, as a spectator to school events or other events open to the general public.

Related Policies:	BBE(LOCAL)	GKA(LEGAL)-P	GKA(LOCAL)
Date Approved:	Oct. 25, 2004		
Date Revised:			

5). Board member responses to community or employee complaints

Procedure:

- 1). Listen respectfully and remain impartial.
- 2). Ask if the complainant has followed the District's procedures and/or chain of command.
- 3). If the complainant does not know the procedures or chain of command, provide the following information:
 - A). The complainant must first speak with the appropriate staff member.
If not satisfied then...
 - B). The complainant must go to the appropriate administrator in charge of the campus or department where the concern arose.
If not satisfied, then...
 - C). The complainant must contact the appropriate Central Office administrator.
If not satisfied, then...
 - D). The complainant will conference with the Superintendent or designee.
- 4). Inform complainant of his/her possible right to file a grievance or complaint and remind them that the Board Member should remain impartial in case the situation comes before the Board at a later date.
- 5). The Board Member will inform the Superintendent if an issue has advanced to or beyond Step B, and will include the nature of the complaint, the complainant and to whom the complainant has been referred.
- 6). The Superintendent will inform the Board Member of the resolution of any referred issue.
- 7). A school board operates as a body corporate and, except for the duties and functions of the Board President, no single Board member may commit the Board on any issue or speak for the Board unless the Board by public vote has authorized the Board Member to do so.

* This policy shall not be construed to apply to complaints alleging criminal activity.

Related Policies:

BED(LOCAL)	BBE (LOCAL)	BBF (LOCAL)	CKE(LEGAL)
DGBA(LEGAL)	DGBA(LOCAL)	DNA(LEGAL)	DNA(LOCAL)
EFA(LOCAL)	GF(LOCAL)	FNG(LEGAL)	FNG(LOCAL)

Date Approved: Oct. 25, 2004

Date Revised: July 23, 2012

6). Board member communication with the media

Procedure:

- 1). The Board President or designee shall be the official spokesperson for the Board to the media on issues of media attention.
- 2). The Board President or designee may only make statements on actions or positions upon which the Board has taken official action.
- 3). Press releases issued by the Board shall be approved by the Board prior to release unless an emergency or public necessity exists.
- 4). The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.
- 5). Subject to paragraph 8, a Board Member who receives a call from the media requesting information, comments, or an interview regarding District business will direct the caller to the appropriate staff person in charge of public information, who will notify the Superintendent of the call.
- 6). The Superintendent will notify the Board, through the weekly information packet, of any media requests. If the matter is urgent, the Superintendent or designee will notify each Board Member via phone or e-mail, whichever is more practical.
- 7). Statements shall not be made to the media regarding personnel or other matters protected by law.
- 8). 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.
- 9). 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 (or his/her designee).
 - C). Remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.

Related Policies:	BBF(LOCAL)	BJA(LOCAL)	GBBA(LOCAL)
Date Approved:	Oct. 25, 2004		
Date Revised:	Sept. 29, 2005	Sept. 23, 2019	July 23, 2012

7). Board member communication with the community

Procedure:

- 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). Listen politely and respectfully.
 - B). Relay information concerning positions and actions about the District in a positive and truthful manner.
 - C). Refer questions about specific District activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
- 2). The Board of Trustees encourages community input, but will not respond or act on the basis of anonymous calls, letters or e-mails unless the communication pertains to criminal, health or safety issues.
- 3). Any correspondence, whether written or electronic, addressed to the Board of Trustees, whether sent to all of the Board of Trustees, an individual Board Member or the Superintendent, will be forwarded to the Board President and Superintendent for inclusion in the weekly information packet, with a notation of any action taken, if the correspondence is not of a confidential or personal nature.
- 4). Any correspondence, whether written or electronic, addressed to an individual Board Member, will be forward to the Board President and Superintendent for review and action if appropriate. The Superintendent will determine if notice to all Board Members is appropriate.
- 5). A Board Member retains the right to speak to anyone as an individual, but must understand that any comment will likely be interpreted by the listener as being an “official” statement of the Board.
- 6). When asked to speak or address a community group, Board Members will notify the Board President and the Superintendent.
- 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). Should remind individuals of any position or action that the Board has officially taken related to the issue in question.
 - C). Board Members are to remind patrons that the Board acts as a body corporate and he or she cannot make decisions on behalf of the Board as an individual.
- 8). During Board Elections, Board Members may personally endorse and/or campaign for candidates. District resources of time, money, equipment, or supplies may not be used by the Board Member for campaigning.

Related Policies:	BBF(LOCAL) GBA(LEGAL)	BJA(LOCAL) GBBA(LOCAL)	GBA(LEGAL)
Date Approved:	Oct. 25, 2004		
Date Revised:	July 23, 2012		

8). E-mail protocol

Procedure:

- 1). Board Members are encouraged to respond to e-mails from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests and must be retained under guidelines set forth in TASB Policy CPC (LEGAL), (LOCAL) and Local Schedules, General Records and School District.
- 2). E-mails to and from Board Members related to District business, may be archived in three ways:
 - a. Board Member may choose to use their personal e-mail addresses for District business and create their own e-mail archive;
 - b. Board Members may choose to use their personal email addresses for District business and forward those emails to their District e-mail address for archival purposes; or
 - c. Board Members may choose to use their District e-mail addresses for District business and e-mail will archive automatically.
- 3). A member retains the right to respond to e-mails as an individual but must understand that such communication may be interpreted by the reader as being an “official” statement of the Board. The member should:
 - A). Clarify that he/she is responding as an individual and not for the Board.
 - B). Remind the reader of any position or action the Board has officially taken on the subject.
- 4). Members are encouraged to share e-mails they receive with the rest of the Board via the Administration if:
 - A). The e-mail is not of a personal or confidential nature.
 - B). It is not obvious that the sender has copied the rest of the Board Members on the e-mail.
 - C). The Board does not engage in any conversation or action which would violate the Texas Open Meetings Act.
- 5). Board Members will not respond to anonymous e-mails unless the communication pertains to criminal, health or safety issues. Any such e-mails will be forwarded to the Superintendent for action and copied to the rest of the Board for information.
- 6). If a Board Member receives an e-mail which they perceive to be of a threatening nature they will forward the e-mail to the Superintendent and the Chief of SBISD Police for action and the rest of the Board for information.
- 7). Board members who choose to keep a blog or communicate via social media must include a statement clarifying that remarks reflect their own views and not necessarily the official position of the Board.
- 8). The Board President is the acting spokesperson for the Board via all types of communication, including e-mail and electronic correspondence.
- 9). All e-mails sent from personal e-mail accounts and maintained on the Board Member’s personal computer are subject to the Public Information Act if related to School District Business

Related Policies: BBE (LOCAL) BBI (LOCAL) GBA(LEGAL)

BBF(LOCAL) CPC(LOCAL) GBA(LOCAL)
Date Approved: Apr. 25, 2005
Date Revised: July 23, 2012

9). Board member communication with governmental legislative agencies, or community

Procedure:

- 1.) The Superintendent or a designated staff member shall testify at any public hearing or other governmental proceeding on behalf of the District unless the Board otherwise directs.
- 2.) The Board President, or designee, shall be the official spokesperson for the Board unless the Board directs otherwise and such testimony shall be limited to positions officially adopted by the Board.
- 3.) If a Board Member chooses to speak or testify in front of another governmental or legislative agency on an issue that is not intended to be a reflection of any Board position, the member must be clear that such testimony reflects his/her own opinions and not that of the Board.
- 4.) Unless otherwise directed by the Board, it is the intention of the Board that the Board's duly appointed Legislative Liaison will be the Board's normal official spokesman when dealing with legislative issues during called sessions of the Texas Legislature. Any testimony will be limited to platforms, priorities and positions adopted by the Board at Board meetings called in compliance with the Texas Open Meetings Act.
- 5.) If a Board Member, other than the Legislative Liaison as described in paragraph 4 above, wishes to testify or speak on behalf of the Board on an approved Board position, he/she must obtain prior approval from the Board President or designee.
- 6.) Nothing in this Operating Procedure may be construed in such a way that would violate the Texas Open Meetings Act nor a Board Member's constitutional rights.
- 7.) The President, on behalf of the Board, shall send a written acknowledgement to each person who speaks at Citizen's Participation at Workshop or Regular Board meetings.

Related Policies:	BAA(LEGAL) BBE(LOCAL) BDB(LOCAL)	BAA(LOCAL) BDB(LEGAL) BE(LEGAL)	BBE(LEGAL) BDB(LOCAL) BE(LOCAL)
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Date Approved: Oct. 24, 2005

Date Revised: Sept. 23, 2019

Meetings

10). Preparation of the agenda

Procedure:

- 1). Agendas are drafted by the Superintendent in consultation with the Board President, but final approval for the agenda is the sole authority of the Board President.
- 2). Separate from the preparation of the annual Board calendar referenced in Rule 18, any two Board Members may request that a subject be included on an agenda for a meeting. That request shall be forwarded to the Board President and Superintendent by 10th day of the month of the Regular Board Meeting. The Board President shall ensure that any topics the Board or two Trustees request to be addressed shall be on that agenda or scheduled for deliberation at an appropriate time in the near future. The President shall not have authority to remove from the agenda a subject requested by the Trustees without the Trustees' specific authorization.
- 3). No item can be placed on the Board Meeting agenda less than seven (7) calendar days in advance of the meeting unless delay in acting or discussing the added item could seriously affect the operation of the District.
- 4). No item can be placed on the Board Meeting Agenda less than 72 hours in advance of the meeting unless an emergency or urgent public necessity exists.
- 5). Board Members who have questions about a particular Board Meeting Agenda item will follow the "Board Member Preparation for Board Meetings" operating procedure.
- 6). The Superintendent shall be sure that adequate back up materials are provided for each Board Meeting Agenda item and the information will be relayed to Board Members at least five (5) calendar days prior to the meeting. The information may be relayed in the weekly packets or in the Board's shared digital folder unless an emergency or urgent public necessity exists which would not permit the five (5) day notification.
- 7). For contracts placed on the Agenda for approval, the Superintendent shall be sure that the contract to be considered is included with the Agenda materials, as well as a matrix of other contracts that were considered.
- 8). The Board may, by consensus, remove an item from the agenda if sufficient back up materials are not provided in a timely manner, unless an emergency or urgent public necessity exists.
- 9). The total time allotted for presentations made at Board Meetings shall not exceed thirty (30) minutes and exact presentation materials must be presented to Board Members prior to the Meeting.
- 10). Regarding the Consent Agenda, a Board Member has the ability to have an item removed, and/or discussed, and/or voted on separately at any time. The Consent Agenda shall be limited to:
 - A. Approval of Budget Status Summary Report with Budget Amendments
 - B. Approval of Facility Improvement Program Monthly Status Summary Report
 - C. Approval of Contract Awards
 - D. Approval of Acceptance of Grant Awards
 - E. Approval of Acceptance of Gifts
 - F. Approval of Payroll and Operating Expenses
 - G. Approval of Tax Overpayment Refunds
 - H. Approval of Minutes for School Board Meetings
 - J. Other items as recommended by the Superintendent
- 11). Regular meetings of the Board will begin at 7:00 pm and shall be held on the fourth Monday of the month. No agenda item will be taken up after 10:30 p.m. unless a majority of the Board Members present consents.

Related Policies:	BE(LEGAL) BJA(LOCAL) BED(LOCAL)	BE(LOCAL) BEC(LOCAL) BDAA(LEGAL)	BEC(LEGAL) BED(LEGAL) BDAA(LOCAL)	BJA(LEGAL)
Date Approved:	Oct. 25, 2004			
Date Revised:	Sept. 26, 2016 April 08, 2022			

11). Board member preparation for meetings

Procedure:

- 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 electronically posted and delivered ten (10) days in advance in the case of Regular meetings and five (5) days in advance for Workshop meetings. Items not available when the Agenda is electronically posted and/or delivered will be electronically posted or delivered in the weekly packet immediately prior to the meeting.
- 2). Board Members will read and study the packet prior to each meeting.
- 3). Board Members will direct Agenda related questions to the Superintendent or appropriate staff member, according to Operating Procedure #1.
- 4). In order to honor the time of SBISD staff, Trustees will make every attempt to submit questions about regular meeting agenda items by 9:00 a.m. of the last working day before the scheduled meeting.
- 5). If requested information is not available the Superintendent will inform the Board Member at least 4 hours prior to the beginning of the regular Board meeting.
- 6). By consensus of the Board, an item may be pulled from the agenda if sufficient information is not provided in a timely manner.

Related Policies:	BE(LEGAL) BDB(LEGAL)	BE(LOCAL) BDB(LOCAL)
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Date Approved:	Oct. 25, 2004
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Date Revised:	Oct. 27, 2008 Sept. 26, 2016
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12). Board member participation during meetings/public forums

Procedure:

- 1). All Board Members are expected to conduct themselves professionally and ethically during all meetings and public forums. Examples of behavior that will not be tolerated are rude remarks, interruptions, yelling, name calling and disrespectful verbal or body language.
- 2). During posted meetings, each member will conduct him/herself according to Robert’s Rules of Order, Newly Revised, as Revised for Small Boards.
- 3). If, during a meeting or public forum, any member conducts him/herself in a manner that is intolerable or prevents the accomplishment of goals, the Board President may adjourn the meeting. If a majority of the Board disagrees with the adjournment then the meeting must continue, however the offending member may be ejected for the remainder of the meeting if the rest of the Board unanimously agrees.
- 4). Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject and should be encouraged.
- 5). Board members are expected to physically attend Board meetings whenever possible. Board policy does, however, allow for a Board member to participate remotely in a Board meeting by means of videoconference if the member’s participation is broadcast live at the meeting and complies with the provisions outlined in BE (LEGAL). A Board member who participates by videoconference shall be counted as present at the meeting for all purposes, including deliberations and voting. Except in case of emergency or unexpected circumstances, a Board member’s request to participate in a Board meeting via videoconference must be received by the Board President at least one week in advance of the meeting, and must provide the reason for being unable to physically attend. The Board President must approve the request in order for the member to participate by videoconference. The Board President may approve a request received less than one week in advance of a meeting if emergency or special circumstances are the reason for the late request. The Board President may disallow the request if he or she considers the number of requests by a Board member to participate via videoconference excessive.
- 6). Meetings held by telephone conference may only occur if an emergency or public necessity exists, as defined by the Texas Open Meetings Act, and it is difficult or impossible to convene a quorum of the Board at one location. Such meetings must meet all requirements of the Texas Open Meetings Act and comply with Policy BE (Legal).

Related Policies:	BBF(LOCAL)	BEC(LEGAL)	BE(LEGAL)	BE(LOCAL)
Date Approved:	Feb. 28, 2005			
Date Revised:	Oct. 26, 2009	Sept. 28, 2015	Sept. 23, 2019	
	August 27, 2012	Sept. 26, 2016		

13). Member participation in discussion, debate, and voting

Procedure:

- 1). Robert’s Rules of Order, Newly Revised, as Revised for Small Boards is the parliamentary procedure adopted in policy by this Board; meetings, motions and debate shall follow these guidelines.
- 2). All members are expected to conduct themselves with professionalism, respect and integrity and according to Operating Procedure #12, “Member participation during meetings/public forums”.
- 3). The President or chair of a meeting will recognize any member who wishes to speak on a subject under deliberation. Members will not be allowed to speak a second time until every member who wishes to participate has spoken once.
- 4). Each member will be allowed three (3) minutes to ask questions or comment before he/she must yield the floor to another who wishes to speak. A Trustee may elect to yield his/her time to another Trustee.
- 5). Debate and discussion must continue until such time as each Trustee feels that he/she has had adequate time to ask clarifying questions or make other comments, unless the Previous Question has been moved and adopted.
- 6). Questions or comments must always be germane to the current agenda item.
- 7). No 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.
- 8). No member will criticize any other member with regard to his/her questions, discussion or vote.
- 9). Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote. Members abstaining from voting must briefly state their reason for the abstention.
- 10). A Trustee may participate remotely in a board meeting by means of a video-conference call if the participation complies with Texas law and the provisions of Policy BE (Legal). Otherwise, only members who are physically present may participate in discussion, debate or voting, unless the requirement of the Texas Open Meeting Act are met to have a meeting by telephone conference call or videoconference call. See Operating Procedure #12.

Nothing in this operating procedure shall be construed to limit a Board Member’s ability to ask questions during the Board Meeting.

Related Policies:	BBF (LOCAL) BE (LEGAL)	BDB (LEGAL) BJA (LOCAL)	BDB (LOCAL)	BE (LOCAL)
Date Approved:	Feb. 28, 2005			
Date Revised:	Aug. 24, 2009 Aug. 27, 2012	Sept. 26, 2016 Sept. 23, 2019		

14). Member responses to inquiries about closed/executive sessions

Procedure:

- 1). Given the legal and sensitive nature of closed/executive sessions, the members of the Board understand that the law requires that all such sessions are strictly confidential.
- 2). When it is apparent to the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding anything that occurs in or results from a closed/executive session, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement will comply with the limitations of the law and the Texas Open Meetings Act.
- 3). If individual Board Members are pressed for information regarding closed/executive sessions, that Board Member will state clearly that he/she can give no information other than what is posted on the agenda. If pressed further, the Board Member will refer the inquiry to the Board President or Superintendent.

Related Policies:	BE(LEGAL)	BE(LOCAL)	BEC(LEGAL)
Date Approved:	Feb. 28, 2005		
Date Revised:			

15). Participation by people other than team members in closed/executive sessions

Procedure:

- 1). No person other than the Board of Trustees and the Superintendent is entitled to attend or participate in closed/executive sessions.
- 2). If the Board President, designee or the Superintendent believes that consultation with a person or group would be beneficial to the discussion, that person or group may be invited to participate for a specific purpose. Such consultants must leave the room upon the conclusion of their participation or when the Board no longer believes such participation is productive.
- 3). Any Board Member may request consultation with a specific person or group for a matter duly posted for closed/executive session. A Board Member shall make such a request to the Board President or designee, who will work with the Superintendent to arrange for participation as requested.
- 4). The Superintendent may be prohibited from participating in closed/executive sessions where the Board may be considering any aspect of his/her employment or job performance.
- 5). Participation by people other than the Board of Trustees and the Superintendent shall not conflict with the Texas Open Meetings Act or any other applicable provisions of the law.
- 6). In the event any persons other than the Board and Superintendent participate in closed/executive sessions, the Superintendent and Board shall ensure that the participant(s) are aware of the limitations placed on disclosure of the content of the discussion occurring in closed/executive session.

Related Policies:	BEC(LEGAL) DLL(LOCAL)	BE(LEGAL)	BE(LOCAL)
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Date Approved:	Feb. 28, 2005
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Date Revised:	
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16). Board reorganization/election of officers

Procedure:

- 1). The election of Board officers is governed by Board Policies BDAA (Legal), BDAA (Local), and this Board Operating Procedure and must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. The Board Members shall comply with the requirements of the Board's Policies, Operating Procedures and the Texas Open Meetings Act in the selection of officers.
- 2). No sooner than the Monday following the election of school Board Members, nor later than 6 pm of the following Friday, any Board Member who seeks to be elected as an officer shall inform the Superintendent:
 - (1) that the Board Member is seeking to be elected as an officer; and
 - (2) the specific officer position the Board Member seeks.
- 3). The notification shall be in writing, which can include email, and shall state only the following: I intend to seek to be elected as the Board's President/Vice President/Secretary.
- 4). No Board Member shall be eligible to be Board President without at least 12 months of service on the Board
- 5.) Upon receiving notice that a Board Member seeks election to be an officer, the Superintendent will promptly notify the other Board Members of the intent of the Board Member.
- 6). A Board Member may choose to withdraw his/her name from consideration for an officer by notifying all Board Members at any time up until the election is conducted.
- 7). The Board President will duly call a special meeting of the Board, at the required date and time, for the purpose of certifying any election of Trustees and for the election of Board Officers. The call of the meeting shall include a provision for an Executive Session for the purpose of reconstituting the Officers of the Board.
- 8). During the Executive Session, the Board will deliberate the duties and qualifications of a public officer.
- 9). When reconvened in open session the Board will, in compliance with the Texas Open Meetings Act, consider nominations of members for officers. A nomination requires a second. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
- 10). For the purposes of this section only, "Current Board President" refers to the person who was president at the time of the most recent election. "Current Board Secretary" refers to the person who was Board secretary at the time of the most recent election.
 - a. The Current President conducts the election for the new Board President.
 - b. If the Current President is seeking to be elected president again or is no longer a member of the Board, the election for the new Board President will be conducted by the Current Board Secretary.
 - c. If the Current Board Secretary is seeking to be elected president or is no longer a member of the Board, the election for the new Board President will be conducted by the last person to have served as president who is on the Board and not seeking election as president.
 - d. If no current Board Member fits the description in Section 9.c, the election of the new Board President will be conducted by the Board Member chosen by lot from among those current Board Members who were on the Board immediately prior to the most recent election.
 - e. The elections for new Vice President and Secretary will be conducted by the new Board President.
- 11). Newly elected officers will assume responsibility for their office immediately upon the adjournment of the special meeting.
- 12). In the event of a vacancy in an Officer's position the Board may, by majority action of the Board at any duly called meeting, fill the vacancy.

Related Policies:	BAA(LOCAL) BDAA (LEGAL)	BBD(LOCAL) BDAA(LOCAL)	BBD(EXHIBIT)
Date Approved:	Apr. 25, 2005		
Date Revised:	Feb. 25, 2008	Oct. 24, 2011	April 08, 2022

Apr. 27, 2009

Aug. 27, 2012

17). Selection and operation of board liaisons and representatives

Procedure:

- 1). Each Associate Superintendent has a Board Liaison and a backup Liaison. Board Members shall also serve as Legislative and Policy Liaisons with accompanying backup Liaisons.
- 2). By June 15th of each year, the Board President will solicit input from the Board Members regarding preferences and will assign each Member to Liaison position(s) as well as selecting a backup liaison. Recommended Liaison assignments shall be approved by a majority of the Board at the next duly called meeting.
- 3). If more than one Board Member requests the same Liaison role, the President will make the final decision.
- 4). Board Liaison(s) may request the Board to meet as Committee of the Whole if that is the desire of the Board Members and if the meetings are posted and conducted in compliance with the Texas Open Meetings Act.
- 5). The Liaison shall be:
 - A). actively involved and engaged in the area assigned.
 - B). the contact person for Board Members with questions in that particular area.
 - C). responsible for helping staff know how/when/what to communicate to the Board about that area.
- 6). Liaisons shall not:
 - A). give orders, make decisions for the Board or District or otherwise imply that they are part of the District line of management.
 - B). impede Trustees from learning more about a subject from staff.
 - C). violate the Texas Open Meetings Act.
- 7). By law, Liaisons are prohibited from making decisions on behalf of the Board.
- 8). The Board President may appoint board members to serve as representatives to other District and Community committees or organizations. As with the liaison roles, by June 15 of each year the Board President will solicit input from the Board Members regarding preferences and will assign each Member to Representative positions(s) as well as selecting a back-up representative. Recommended Representative assignments shall be approved by a majority of the Board at the next duly called meeting.

Related Policies:	BE(LEGAL) BED(LEGAL) BJA(LOCAL) BBE(LEGAL) BDB(LOCAL)	BE(LOCAL) BED(LOCAL) BDAA(LEGAL) BBE(LOCAL)	BEC(LEGAL) BJA(LEGAL) BDAA(LOCAL) BDB(LEGAL)
Date Approved:	Oct. 25, 2004		
Date Revised:	Oct. 27, 2008 Feb. 28, 2011	Aug. 27, 2012 Sept. 26, 2016	Sept. 23, 2019 April 08, 2022

18). Preparation of annual board calendar

Procedure:

- 1). No later than March 1st of each year, the Board President, in cooperation and consultation with the Superintendent and Board Vice President, shall begin to develop the Board's Annual Meeting Calendar of Workshop, Regular, and Retreat Board meetings. The calendar shall be posted to the District's website after it has been approved by the Board.
- 2). After Board reorganization in May, the incoming Board President or designee(s), in cooperation and consultation with the Superintendent, shall add any other additional meetings to the Board's Annual Calendar and finalize that calendar. This revised calendar shall be distributed to the Board for input and approval.
- 3). In addition, the Board shall maintain a standing calendar that, at a minimum, includes the following:
 - A). Required Board Actions – to include items legally required at specific times, items legally required annually but not at specific times and items required by Board Policy
 - B). Desired Board Actions – to include progress/results reports on goals, plans or initiatives, curriculum reports, operational reports and policy reviews.
- 4). In addition, the regular weekly communication to the Board shall include a calendar that includes activities not related to Board meetings - to include District activities/events, major campus events, meetings of District-related organizations/committees, Board training opportunities/workshops/conventions, business meetings of local governmental agencies, and advisory group meetings.
- 5). Board Workshops will generally be held on the second Monday of each meeting month, while Regular Board Meetings will generally be held on the fourth Monday of each meeting month, subject to the needs of the District. Where calendar conflicts arise, the Board will give consideration to specially observed days, but will set meeting dates based on the needs of the system. Board Retreats will generally be held in April, August, and December. During the month the Board attends a Board Retreat, the Board should not convene for a Board Workshop.
- 6). The Annual Board Meeting Calendar may be modified at any time by consensus of the Board.
- 7). The Superintendent shall ensure that all necessary information to meet the Calendar's timelines shall be delivered to the Trustees in compliance with Operating Procedure #10 or in the weekly information packet as necessary.

Related Policies:	BE(LEGAL)	BE(LOCAL)	BDAA(LEGAL)
	BDAA(LOCAL)	BJCD(LEGAL)	BJCD(LOCAL)
	BQ(LEGAL)	BQ(LOCAL)	BQA(LEGAL)
	BQA(LOCAL)	BQB(LEGAL)	BQB(LOCAL)
	BR(LEGAL)	CE(LEGAL)	CE(LOCAL)
	CFA(LEGAL)	CFC(LEGAL)	DBC(LOCAL)
	DCB (LEGAL)	DCE(LEGAL)	DNB(LEGAL)
	EB(LEGAL)	EB(LOCAL)	

Date Approved: Jan. 24, 2005

Date Revised: Aug. 27, 2012; Sept. 26, 2016; Sept. 23, 2019; April 08, 2022

Board Development

20). New member orientation

Procedure:

- 1). As a supplement to the information provided in relation to his/her candidacy, a District orientation for a new Board Member will be scheduled to begin within two weeks of the date a new Board Member takes the Oath of Office. New Board Members will be given the “New Board Member Orientation Checklist” (attached, Exhibit “A”) at this first session.
- 2). At a minimum, the Superintendent and Board President will participate in the orientation. Other Board Members and additional administrative staff will also be included to provide specific information about the District.
- 3). The “New Board Member Orientation Process” sheet (attached, Exhibit “B”) will serve as the timeline to be used for the orientation process.
- 4). If four or more Board Members participate in the orientation at one time, the orientation will be conducted in accordance with the Texas Open Meetings Act.
- 5). The orientation must include but will not be limited to:
 - A). Board/Superintendent Team Operating Procedures and Board Policies
 - B). Superintendent’s overview of District Administrative Organization
 - C). Board President’s overview of Board committee structure
 - D). Training to access District Electronic Communications
 - E). District Budget Overview
 - F). Texas Open Meetings Act laws
 - G). District Goal, Strategic Plan, and SBISD Beliefs and Core Values
 - H). Requirements for ongoing Board Member education and opportunities
 - I). Board’s annual calendar and briefing of upcoming events
 - J). Expense reimbursement procedures
- 6). In August, the Board’s Policy Liaison will send a “New Board Member Orientation Evaluation” (attached, Exhibit “C”), compile the results and recommend any changes to Operating Procedure #20 to the Board as soon as is reasonable.

Related Policies:	BAA(LEGAL)	BAA(LOCAL)	BBD(LEGAL)
	BBD(LOCAL)	BBD(EXHIBIT)	BBFA(LEGAL)
	BBFA(LOCAL)	BBFB(LEGAL)	BBG(LEGAL)
	BBG(LOCAL)		

Date Approved: Oct. 25, 2004

Date Revised: Sept. 27, 2010 Aug. 27, 2012 Sept. 26, 2016

NEW SCHOOL BOARD MEMBER ORIENTATION CHECKLIST

CATEGORY	ACTIVITY	COMPLET _
Administrative Preparations		Goal: First 30 days
	1. Take oath of office at canvas meeting after election	<input type="checkbox"/>
	2. Obtain SBISD badge through Community Relations Officer	<input type="checkbox"/>
	3. Schedule Trustee portrait through Community Relations Officer	<input type="checkbox"/>
	4. Obtain computing device and network IDs through Chief Information Officer and schedule session to learn how to access Board documents and other SBISD information on the web.	<input type="checkbox"/>
Operational Insight		Goal: First 45 days
	1. Schedule a meeting with:	<input type="checkbox"/>
	- Board President for an orientation to role of Board Member - focus on Board operating procedures: ethics, meetings, personnel and other Board priorities. Additional topics to discuss include: Professional development philosophy, Texas Open Meetings Act guidelines, Legal duties/responsibilities of Board Members, Superintendent Evaluation (design of form and timeline for completion), and Core Commitments.	<input type="checkbox"/>
	- Superintendent for District history and its current direction, legislative insight and protocol for interaction with staff	<input type="checkbox"/>
	- Assigned Board Members to discuss Board operating procedures and process for changing: communication, planning, policy and Board development. Include update on facilities/bond projects.	<input type="checkbox"/>
	2. Schedule a meeting with senior staff to review their section of the Five-Year Educational Plan, their area of responsibility and answer questions as needed:	<input type="checkbox"/>
	- Associate Superintendent of Administration and Operations - human resources, governmental relations, elementary and secondary administrative services, athletics, nurses, security, Social & Emotional Learning, bond program and facilities plan, buildings & grounds, transportation (Discuss whether to visit directors separately).	<input type="checkbox"/>
	- Associate Superintendent of Finance - school finance and budgeting	<input type="checkbox"/>
	- Associate Superintendent of Curriculum and Instruction - accountability and instructional philosophy	<input type="checkbox"/>
	- Chief Information Officer - review of technology plan	<input type="checkbox"/>
	- Community Relations Officer - review of media relations and community engagement	<input type="checkbox"/>
Team Building		Goal: First 60 days
	1. Participate in a team building activity at the 1 st Board retreat post-election	<input type="checkbox"/>
	2. Meet with Board Mentor	<input type="checkbox"/>
	3. Complete Volunteer form on the SBISD web	<input type="checkbox"/>

*If more than one new Board Member is elected at the same time then make every effort to coordinate meetings with staff so that all new Board members may attend together out of respect for staff time.

- d. A New Board Member's Guide to Superintendent Evaluation
(by TASB)

<http://store.tasb.org/products/A-New-Board-Members-Guide-to-Superintendent-Evaluation.html>



- e. A New Board Member's Guide to Parliamentary Procedure
(by TASB)

<http://store.tasb.org/products/A-New-Board-Members-Guide-to-Parliamentary-Procedure.html>



- f. "Creating a New Vision for Public Education in Texas" by
The Visioning Institute

<http://www.tasb.org/legislative/documents/vpevi.pdf>



CATEGORY	ACTIVITY	COMPLETE
	<p data-bbox="350 224 911 254">g. TASB New Board Preparation Checklist</p> <p data-bbox="316 296 443 323">Checklist:</p> <p data-bbox="316 359 1365 420">http://www.tasb.org/services/lts/resources/new_members/documents/nbm_prep_checklist.pdf</p> <p data-bbox="316 506 915 535">Suggested Resources for New Board Members:</p> <p data-bbox="316 571 1312 600">http://www.tasb.org/services/lts/resources/new_members/suggested_resources.aspx</p>	<input data-bbox="1463 233 1495 264" type="checkbox"/>

CATEGORY	ACTIVITY	COMPLETE
Training		Goal: First 12 months
	Review the TASB video titled " Serving on a Board: An Insider's Guide to Board Service for Board Candidates "	<input data-bbox="1344 991 1377 1022" type="checkbox"/>
	Review the continuing education requirements of a new and experienced Board Member at www.tasb.org .	
	Complete the Open Meetings training within 90 days of election (required by state law)	
	Complete the Public Information Act training within 90 days of election (required by state law)	
	Complete the Texas Education Code Training at the Region Service Center	
	Attend Texas Institute for School Boards training by CRSS in Santa Fe in July after your election - arrange through Board's executive assistant, Cheryl Jeffers	
	Attend Gulf Coast Association of School Boards (GASB) meetings at Region 4 Education Service Center. Dates are published on Board calendar.	
	Attend TASB Annual Convention in the Fall - See Board calendar	
	Attend NSBA or other Annual Convention - request through Board President	
		Goal: First 24 months
	Attend TASB Summer Leadership Institute (SLI) convention in San Antonio or Ft. Worth in June. See www.tasb.org for listing of dates.	

New Board Member Orientation Process

Activity	Timing
Board Executive Assistant prepares new member binder(s), as needed.	April
Board Executive Assistant: <ul style="list-style-type: none"> • provides the Center for the Reform of School Systems with contact information for new member(s). • sends note to veteran Board Members soliciting volunteers to serve as mentors. 	After May election
President signs welcome letter with request to inform Executive Assistant whether they prefer hard copy or electronic version of support documents. Attach list of available documents.	Upon election
President assigns mentors.	After oath of office
President coordinates with veteran Board Members regarding their role in orientation process.	May 15
Executive Assistant distributes binder to new member(s) or index with listing of resource materials available on-line.	Week after installation
New member(s) complete items on checklist.	Within year
President and Superintendent meet with new member(s) and review the following sections of the Board Operating Procedures: Ethics, Team Operations, and Governance and Oversight Tasks.	Within 30 days
Discuss the following topics as a group at a Board workshop: <ul style="list-style-type: none"> • Open meetings guidelines • Legal responsibilities • Professional development philosophy • Core Commitments • Superintendent Evaluation (design of form and timeline) 	June
Veteran Board Members meet with new member(s) to review sections of Board Operating Procedures as assigned by Board President.	Within 60 days
Policy liaison sends evaluation to new Board Member(s), compiles results, and recommends any changes to Operating Procedures at a Board meeting.	August

New Board Member Orientation Evaluation

Participant Name (optional): _____ Date: _____

Learner Information

1. With respect to my position, the orientation materials were available to me ...

- Too early Just in time Too late

2. The orientation manual has increased my capability to perform current or future tasks.

- Strongly agree Agree Disagree Strongly disagree Unable to judge

Please help us understand why you strongly agree or disagree:

Program Information

4. The program content met my expectations.

- Exceeded Met Not met

5. The amount of information was ...

- Too much OK Not enough

6. The program activities, reading were ...

- Very helpful OK Useless

7. The time allotted was ...

- Too much OK Not enough

8. Materials were easy to read and understand.

- Strongly agree Strongly disagree

9. What do you consider to be the strong points of the program?

10. What part(s)/sections of the program do you feel need to be expanded?

11. What part(s) do you feel need to be removed from the program?

12. Other comments:

21). District leadership team transition process

Procedure:

- 1). This operating procedure shall relate to the transition of Officers of the Board, Board committee chairmen and the placement of new members of the District's senior staff.
- 2). Annually, at the first Board meeting following the Board elections, the Board will elect Board officers: a president, vice president, and secretary in accordance with Operating Procedure #16 – Board Reorganization/Election of Officers.
 - A) The immediate past President, if still a Board Member, shall personally meet with the newly elected President, as soon as is possible, to review all matters pending and to be sure the newly elected President has all the information required of the office. The immediate past President shall act as a mentor when asked, but shall take care not to “preside” from his/her Board seat.
 - B). The immediate past President and the newly elected President shall meet with the Superintendent within one week of the election of officers to review all issues and policies and to ensure that all necessary actions per Board policies and operating procedures are completed in a timely manner.
- 3). When new members of the District's senior staff are employed or placed, the Superintendent shall arrange, within one month, an informal meeting between that staff member, the Board President and other Board Members as warranted. The purpose of this meeting shall be for introductions and to review the Board's mission and goals, Board policies and operating procedures.
- 4). All activities prescribed in these Procedures shall comply with the Texas Open Meetings Act.

Related Policies:	BDB(LEGAL) BDAA(LEGAL)	BDB(LOCAL) BDAA(LOCAL)	BBE(LOCAL)
Date Approved:	May 23, 2005		
Date Revised:	Aug. 27, 2012		

22). Selection of timing and activity for annual teambuilding session and assessment of team continuing education needs

Procedure:

1. Each year, in July, the Board President or designee will work with the Superintendent to find potential dates for the annual teambuilding session. The Superintendent shall place an item on an agenda for a duly called meeting, either in July or August of each year, to obtain Board consensus for the date and activity.
2. Understanding that the required annual teambuilding activity must be one of benefit to the members, the Board President or designee shall present options for activities as well as solicit input from the members. The activity, and any people other than the team who might be involved, must be approved by a majority of the members at a duly called meeting in July or August of each year.
3. Changes to date(s) or activities are permissible with a consensus of the Board.

Related Policies:	BBD(LEGAL)	BBD (LOCAL)	BBD (EXHIBIT)
	BE (LEGAL)	BE (LOCAL)	BJA (LOCAL)

Date Approved:	Feb. 28, 2005
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Date Revised:	Aug. 27, 2012
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23). Board self-evaluation

Procedure:

- 1). At least every other year, the Board shall meet in a workshop setting to evaluate its performance for the previous year(s).
- 2). The process will be facilitated by the Board President or designee unless a majority of the Board Members feel the process would be better served by using an independent facilitator.
- 3). The Board will use a meaningful method to measure its effectiveness and identify opportunities for improvement. The self evaluation will measure the following: Planning and Governance, Oversight of Management, Board-Superintendent Team Operations and Advocacy.

Related Policies:	BBD(LEGAL) BBE(LEGAL) BF(LEGAL) BJA(LOCAL)	BBD(LOCAL) BBE (LOCAL) BF(LOCAL)	BBD(EXHIBIT) BBF(LOCAL) BJA(LEGAL)
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Date Approved:	Feb. 28, 2005
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Date Revised:	Aug. 27, 2012
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24). Board member's concerns about another board member's performance

Procedure:

- 1). If a Board Member has a serious, specific concern about the performance of another member which appears to be in violation of Board Operating Procedures or Policies the recommended process for addressing such concerns shall be:
 - A). The concerned member shall have a private conversation with the member in order to work out the differences or resolve the issue(s).
 - B). If the concern(s) remain, the member shall meet privately with the Board President and outline the specific issue(s). The President and the complainant will meet with the member and attempt to resolve the issue(s).
 - C). If the issue is still not resolved, the complainant will conference with the Board President and the Superintendent (or the Superintendent's designee) to develop a plan of action to resolve the concerns.
- 2). When a member with concern(s) about another member's performance has gone through the steps outlined in #1 and the issue(s) remains unresolved the concerned member will, through the Board President, request that an item be placed on a regularly scheduled agenda as an Executive Session item posted as "Consideration of the Duties of a Public Officer."
- 3). Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.
- 4). No action may be taken which would conflict with the Texas Open Meetings Act.

Nothing in this operating procedure shall be construed to limit a Board Member's constitutional rights.

Related Policies:	BBC(LEGAL) BE(LEGAL) BBFB (LEGAL)	BEC(LEGAL) BBF (LOCAL) DBD(LOCAL)	BE(LOCAL) BBFA (LEGAL) CAA(LOCAL)
Date Approved:	Apr. 25, 2005		
Date Revised:	Aug. 27, 2012		

25). Procedures for reimbursable board travel and training opportunities

Procedure:

- 1). All Board Member travel, paid for by SBISD, shall directly benefit the Board Member's ability to perform as an effective Board Member and shall be approved by the Board of Trustees.
- 2). If funds are available, the Board will budget for travel for all Board Members to attend the annual TASB conference and for each Board Member to attend one other conference/training opportunity of their choice from a list approved annually by the Board. The minimum budget will be approved annually by the Board and equal to the amount reasonably expected to be paid if all Board Members were to attend both TASB and NSBA conferences and claimed all allowable reimbursement.
- 3). In June, at a regularly scheduled meeting, the Board shall approve a list of conferences/training opportunities from which Board Members may select their additional annual training. For a conference or training opportunity to be eligible, it must meet the following criteria:
 - A). meet the criteria for Board continuing education hours as defined by statute
 - B). be located within the 48 contiguous United States
 - C). require 4 days/3 nights or less for participation
- 4). A Board Member, at the Member's request and with the prior approval of a majority of the Board, may be reimbursed for reasonable, allowable expenses incurred in carrying out Board business at the request of the Board, and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.
- 5). Payment for authorized and documented travel expenses shall be made in accordance with legal and local requirements.
- 6). Following the completion of travel, a Board Member may submit a "Request for Travel" form, with receipts for allowable expenses attached, to the Superintendent's office for reimbursement. If funds permit, reimbursement for other travel or training opportunities by Board Members may be allowed if preapproved by the Board.
- 7). Frugality will be honored when making travel arrangements.

Related Policies:	BBG(LEGAL) DEE(LOCAL)	BBG(LOCAL) DEE(REGULATION)	DEE(LEGAL) DEE(EXHIBIT)
Date Approved:	Jan. 24, 2005		
Date Revised:	Aug. 27, 2007	Aug. 27, 2012	Sept. 26, 2016

Planning

30). Establishment of district strategic plan, the *Spring Branch Plan*

Procedure:

- 1) The District's Strategic Goal and Belief Statements, established by the Board, will form the basis for the *Spring Branch Plan*, 2012-2017, hereinafter referred to as the *Spring Branch Plan* which is the District's Five Year Educational Plan that will remain in place until at least 2017.
- 2) The Superintendent or his/her designees, shall be responsible for the creation and ongoing refinement of Critical Measures, Secondary Measures, annually updated Strategic Action Plans, complete with deadlines, designed to specifically meet the goal approved by the Board in the *Spring Branch Plan*. The Critical Measures shall be approved by the Board.
- 3) In support of the *Spring Branch Plan*, the Superintendent or his/her designees shall be responsible for the creation and ongoing refinement of the *Spring Branch Service First Plan*, with annually updated Strategic Action Plans. The *Service First Plan* directs District operational areas to provide *seamless service* so that the District operates at peak efficiency to achieve the *Spring Branch Plan* goal. The Board will review these efforts annually at the October Board Workshop meeting.
- 4) The *Spring Branch Plan*, will serve as a guide for the administration in preparing the District's budget as well as any other District, department, or campus improvement plans.
- 5). Prior to the end of the *Spring Branch Plan*, the Board will direct the Superintendent to conduct a needs assessment and recommend goal(s) for the next five year period.

Related Policies:	AE(LEGAL)	AE(LOCAL)	AE(EXHIBIT)	BBA(LEGAL)
	BAA(LOCAL)	BQ(LEGAL)	BQ(LOCAL)	
Date Approved:	Apr. 25, 2005			
Date Revised:	Feb. 25, 2008	Nov. 26, 2012		
	Apr. 27, 2009			

31). Board's review of the district's progress toward accomplishment of *Spring Branch Plan*

Procedure:

- 1). The Superintendent or his/her designees will report annually to the Board on the progress of the *Spring Branch Plan* and periodically on the implementation of the action plans and target measures.
- 2). At a workshop meeting designated by the Board, the Superintendent will provide the Board with a comprehensive evaluation based on the Critical Measures, Secondary Measures and Action Plans specified in the *Spring Branch Plan* to demonstrate progress towards achieving the goal.
- 3). Prior to the end of the *Spring Branch Plan*, the Superintendent or his/her designees will provide the Board with a needs assessment and recommend goal(s) for the next five years.

Related Policies:	AE(LEGAL)	AE(LOCAL)	AE(EXHIBIT)	BAA(LEGAL)
	BAA(LOCAL)	BBD(EXHIBIT)	BQ(LEGAL)	BQ(LOCAL)

Date Approved:	Nov. 26, 2012
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Date Revised:	
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33). Board’s review and approval of *Spring Branch Plan* (previously the *District Improvement Plan*) and campus performance objectives

Procedure:

- 1). The District-Level Planning and Decision-Making Committee, known in SBISD as the District Improvement Team (DIT), shall advise the Board, or the Superintendent as the Board’s designee, in establishing and reviewing the *Spring Branch Plan*, and its related measures.
- 2). The DIT shall hold at least one public hearing during each school year. This public hearing shall be held at the same meeting at which the Superintendent or his/her designees shall provide a comprehensive evaluation based on the Critical Measures, Secondary Measures and Action Plans specified in the *Spring Branch Plan* to demonstrate progress towards achieving the goal. The DIT will present the AEIS Report for public input as required by state law.
- 3). At the first scheduled workshop meeting no later than September of each school year, the Superintendent or Superintendent’s designee will make a report to the Board on the Campus Performance Objectives. The Board will vote to approve/disapprove the Campus Performance Objectives established by the Campus Improvement Team.
- 4). The Superintendent shall provide the Campus Performance Objectives related to the *Spring Branch Plan* Critical and Secondary Measures for each campus to the Board prior to the first scheduled workshop meeting in September of each school year.
- 5). The review dates of the *Spring Branch Plan*, and Campus Performance Objectives shall be included on the Board’s Annual Calendar.

Related Policies:	BQ(LEGAL) BQA(LOCAL) BR(LEGAL)	BQ(LOCAL) BQB(LEGAL)	BQA(LEGAL) BQB(LOCAL)
Date Approved:	Jan. 24, 2005		
Date Revised:	June 24, 2008	Nov. 26, 2012	

35). Workshop topics and the board's review of the *Strategic Plan*

Procedure:

- 1). It is the desire of the Board to have ongoing dialogue about the work of the District and the *Strategic Plan*.
- 2). Each year, in June, Trustees will submit to the Board President a list of topics that he/she would like included on a monthly workshop agenda.
- 3). The monthly workshop meetings will be open meetings, duly posted under the Texas Open Meetings Act. The dates and opening time of the workshop meetings will be approved by the Board with the annual Board meetings calendar. Changes to the workshop calendar may be made by consensus of the Board at any duly called meeting.
- 4). The Board President shall work with the Superintendent to schedule the requested topics in a timely manner. A tentative schedule of the requested topics shall be provided to each Trustee as soon as is practical.
- 5). In the event that an unscheduled topic with critical timing becomes relevant, and the Board President and Superintendent feel that a workshop discussion is imminently necessary, the agenda may be altered so long as it does not violate any provision of the Texas Open Meetings Act and a majority of the Board concurs. This may at times necessitate an additional, duly called, meeting.
- 6). An agenda item of at least one of these workshops, at a time determined by a consensus of the Board, shall be used to review the progress of the *Strategic Plan*.

Related Policies:	BAA(LEGAL) BBD(EXHIBIT) BQ(LEGAL) BQA(LOCAL)	BAA(LOCAL) BBE(LOCAL) BQ(LOCAL) EQ(LOCAL)	BBE(LEGAL) BE(LEGAL) BE(LOCAL) BQA(LEGAL)
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Date Approved: Oct. 24, 2005

Date Revised: Nov. 26, 2012 Sept. 23, 2019

37). Development and adoption of district budget (full cycle)

Procedure:

- 1). The Superintendent shall draft a detailed budget process calendar to be submitted to the Board for approval in September of each year.
- 2). At a minimum, the following must be included in the draft budget process calendar:
 - A). Any action items the Superintendent would like included prior to the budget adoption.
 - B). A workshop, scheduled early in the budget process calendar with concurrence by the Board, to adopt the Board’s budget priorities and parameters.
 - C). Approximate dates by which the Board will receive information such as staffing (for all areas) and enrollment projections, revenue and expenditure projections, and other data as required by the Board.
 - D). Timelines by which campuses, departments and other budget project teams will work.
 - E). Timing and methodology for community input on the proposed budget.
 - F). Timing for final Board review of the proposed budget prior to adoption.
 - G). Timing for completion of legal requirements such as official notices and public hearings.
- 3). All materials or data, including draft budgets, shall be delivered to the Board at least 7 (seven) days prior to consideration of the materials.
- 4). The Superintendent shall present a final draft budget, prepared in accordance with the approved budget calendar process, for adoption by the Board at the Regular Monthly Meeting in June of each year.
- 5). All actions taken in connection with the budget process and adoption shall be done in accordance with the Texas Open Meetings Act.

Related Policies:	BAA(LEGAL) BBE(LOCAL) BQ(LCOAL)	BAA(LOCAL) BE(LEGAL) CE(LEGAL)	BBE(LEGAL) BE(LOCAL) CE(LOCAL)
Date Approved:	Oct. 24, 2005		
Date Revised:	Nov. 26, 2012	Sept. 23, 2019	

Policy

40). Review of district policies

Procedure:

- 1) Because adherence to Board policy is critical, trustees have access to digital and hardcopy policy manuals. Each trustee is responsible for becoming familiar with these resources and accessing them accordingly.
- 2). Policy review is continuous and is coordinated by the Board's Policy Liaison and the Superintendent or designee. The Policy Liaison may elect to delegate portions of the process to appropriate Board Liaisons.
- 3). The Superintendent or designee is also responsible for ongoing review of policies to ensure that existing policies are still relevant to current local circumstances. The Superintendent shall ensure that all District staff have adequate knowledge of the Board Policies.
- 4). LOCAL Policy amendments may be initiated by the Superintendent or Board Members.
- 5). Regardless of origin, all proposed policy revisions will be reviewed by the Board Policy Liaison prior to the Board Policy Review Cycle, as follows:
 - I. First Reading of LOCAL policies may occur at a duly called Board meeting.
 - II. Second Readings and adoption of LOCAL policies, and any revisions, will occur at the a subsequent duly called Board meeting.

Any Board Member who wishes to propose an amendment for consideration may present the amendment, preferably in writing, to the Policy Liaison by a designated date no less than one week after the First Reading meeting. The proposed amendments will be debated at the second reading.

Additional amendments may be considered at the second reading but only if such amendments are forwarded in writing, to the Board Policy Liaison no later than the date set at the First Reading at which the policy will be considered, unless the Board agrees otherwise.

Any such proposed amendments(s) will be distributed to the Board no later than the Friday prior to meeting.

Public comments are also requested on all proposed new policies and policy amendments. A public comment period of no less than five business days shall be afforded between the meeting where a proposed local policy amendment is introduced and the subsequent meeting where a proposed local policy amendment is adopted. Any board member may request a longer public comment period. Any policies requiring a District of Innovation exception will undergo a public comment opportunity approved by the Board. [see AF(EXHIBIT) on Pg.54].

- III. Adoption of such revised policies will occur as an action item on the agenda at a duly called Board meeting and may occur at the time of Second Readings.
- 6). For an amendment or revision to be considered on a policy which is on the agenda of a regular Board meeting for adoption, a majority of the Board must approve the reconsideration; then the policy will be pulled off the agenda and automatically sent back to the Policy Liaison for inclusion in the policy section of the next Board meeting agenda, unless the Board adopts the

amendment, or revision.

- 7). After adoption, the Superintendent or designee shall be responsible for incorporation into the Board's Policy Manual. If requested by a Board Member or the Superintendent, a legal review may be requested prior to adoption.
- 8). LOCAL policy revisions will be placed, at a minimum, for a first and second reading prior to adoption unless an emergency condition exists which demands an immediate response.
- 9). LEGAL policy updates, which are provided by third party or in house counsel in response to legislative or governmental actions, shall be reviewed with a first and second reading at duly posted regular Board meetings. No action is required as these policies are immediately binding.
- 10). No action is required on regulations that accompany policy. Regulations are developed by designated staff members and define administrative procedures to assist in implementation of policy.

Related Policies:	BE(LOCAL)	BF(LOCAL)
Date Approved:	Feb. 28, 2005	
Date Revised:	Sept. 25, 2006	Oct. 22, 2012 Sept. 23, 2019 Aug. 28, 2023 Oct. 23, 2023

41). Development of district policies

Procedure:

- 1). New LOCAL policies may be initiated by the Superintendent or Board Members. New policies must be relevant and adhere to all local, state and federal laws and guidelines.
- 2). Regardless of origin, any newly proposed LOCAL policy shall be drafted by the originator and submitted to the Board's Policy Liaison or designated staff member. The Board's Policy Liaison and the designated staff member will review proposed new policy for placement on an appropriate Board agenda.
- 3). Such new policy will be presented for a first reading at a Board meeting where amendments may be proposed, preferably in writing. Any proposed amendments will be debated at the first reading or at the second reading. Additional amendments may be considered at the second reading but only if such amendments are forwarded, in writing, to the Board Policy Liaison no later than the date set at the first reading at which the policy will be considered. Any such proposed amendment(s) will be distributed to the Board no later than the Friday prior to the meeting. Public comments are requested on all proposed new policies. A public comment period of no less than five business days shall be afforded between the meeting where a proposed new policy is introduced and the subsequent meeting where a proposed new policy is adopted. Any board member may request a longer public comment period.
- 4). Adoption of policies will occur as an action item on the agenda at a duly called Board meeting at either the time of second reading or subsequently.
- 5). For an amendment or revision to be considered on a policy which is on the agenda of a regular Board meeting for adoption, a majority of the Board must approve the reconsideration; then the policy will be pulled off the agenda and automatically sent back to the Policy Liaison for inclusion in the policy section of the next Board agenda.
- 6). After adoption, the Superintendent or designee shall be responsible for incorporation into the Board's Policy Manual. If requested by a Board Member or the Superintendent, a legal review may be requested prior to adoption.
- 7). Proposed LOCAL policies will be placed for a first and second reading prior to adoption unless an emergency condition exists which demands an immediate response.
- 8). Public comment is desirable on all proposed policy changes, not limited to District of Innovation policies. When a District of Innovation policy change is proposed, the Board shall decide on one of the possible pathways for obtaining public comment. [See attached AF(EXHIBIT)].

Related Policies:	BE (LOCAL)	BF(LOCAL)
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Date Approved:	Feb. 28, 2005
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Date Revised:	Sept. 25, 2006	Oct. 22, 2012	Sept. 23, 2019	Aug. 28, 2023
	Oct. 23, 2023			

42). Traditions of the board

Procedure:

- 1). Former Board Members may, at their option, sit on the stage and hand the High School Diploma facsimile to their graduating child or grandchild. It will be the responsibility of the former Board Member to let the current Board President know that he/she would like to participate in the graduation ceremony. Unless invited, no former Board Member will speak during the ceremony.
- 2). At the main graduation events each year, it shall be the person who served as President for that school year or his/her designee who brings the greetings from the Board during the ceremony. In the event that a designee speaks on behalf of the Board, the designee shall submit his or her prepared remarks to the Board President prior to the event so the Board President may ensure the remarks are consistent with the purpose of the greeting.
- 3). At the main graduation events each year, the persons who are or have been Board Members for that school year and the newly elected Board Member(s) may sit on the stage and participate in the graduation ceremonies.

Related Policies:

Date Approved: Feb. 25, 2008

Date Revised: Oct. 22, 2012 June 9, 2014

Personnel

50). Evaluation of Superintendent (full cycle)

Procedure:

- 1). The Board shall conduct a comprehensive evaluation of the Superintendent's annual performance each year. The Board President will coordinate the timing of the evaluation to be held no later than three months following the end of the previous contract year. The evaluation will be held every twelve months unless the Board votes otherwise.
- 2). The Board shall use an evaluation document that has general, subjective goals as well as objective, performance related goals. All evaluation criteria should tie to the Board's goal or strategic plan for academic and overall District performance.
- 3). The Board will regularly review the Superintendent's performance evaluation instrument to ensure that it continues to be appropriate. This will typically happen in October of each year.
- 4). At least 6 weeks prior to the annual date set by the Board President for the Superintendent's evaluation, each Board Member shall be given an opportunity to independently evaluate the Superintendent using the agreed upon evaluation document.
- 5). It shall be the Board President's responsibility to aggregate the evaluations for presentation to the Board during an Executive Session duly posted for that purpose. This presentation will be at a date mutually chosen by Board President and Superintendent.
- 6). The Board shall, by consensus, agree on the final evaluation and present it to the Superintendent.
- 7). Any action resulting from the evaluation shall be at the sole discretion of the Board, and agreed to by a majority of the members, in a manner consistent with the Texas Open Meetings Act.
- 8). Within thirty (30) days of completion of the evaluation, the Board and the Superintendent shall meet and agree upon the specific evaluation criteria to be used for the next year. The Board may, at its discretion, revise the criteria at any time if a majority of the Board concurs.
- 9). Interim performance evaluations may be conducted at such times as the Board determines will be beneficial. The Board will provide the Superintendent's with adequate notice of any evaluation, and the Superintendent and the Board President will confer to develop the format.
- 10). The Board will ensure that the evaluation process and document(s) will follow all local, state and national regulations or guidelines.

Related Policies:	BAA (LEGAL) BJA(LOCAL) BJCF(LOCAL)	BJCD(LOCAL) BJCD(LEGAL) GBA(LEGAL)	BJA(LEGAL) BJCD(EXHIBIT)
Date Approved:	May 23, 2005		
Date Revised:	January 14, 2013 Sept. 26, 2016 Sept. 23, 2019		

51). Board member’s concerns about the Superintendent’s professional performance

Procedure:

- 1). If, at any time, a Board Member becomes concerned that the Superintendent may have (1) breached any term of the Superintendent’s contract; (2) violated a state or federal statute; (3) violated a Board Policy or Operating Procedure; or (4) failed within a reasonable amount of time to address a specific issue identified by a Board Member, the following process will be used:
 - A). The concerned Board Member will meet privately with the Superintendent to discuss his/her concerns in order to resolve the issue(s). The concerned member may elect to bring his/her concerns to the Board President instead who will assist in resolving the issue(s).
 - B). If the concerned member does not feel that the resolution is satisfactory the member may request, through the president, that an item be placed on a regularly scheduled agenda as an Executive Session item, posted in accordance with the Texas Open Meetings Act. The concerned member must inform the Board President of the specific nature of any concern(s) which prompted the request for an Executive Session.
 - C). In addition the president may, of his/her own accord, place an item on a regularly scheduled agenda as an Executive Session to discuss concerns about the professional performance of the Superintendent.
- 2). In the event that an Executive Session is called as outlined in Item 1, the Board must listen to the concern(s) and make a determination if the issue raised is truly cause for concern. Failure to make such a determination shall end the Executive Session.
- 3). If the majority of the Board determines that there is a violation or breach of one of the items contained in Item 1, the following process will be followed:
 - A). The exact nature of the deficiency will be documented and discussed with the Superintendent.
 - B). A plan for remediation will be written, to include action(s) to be taken and timelines.
 - C). The Board President shall monitor the plan for compliance and the results will be made part of the Superintendent’s annual performance evaluation.
 - D). It shall be the responsibility of the Board President to ensure that all documentation relating to performance deficiencies shall be appropriately placed in the Superintendent’s personnel file.

Related Policies:	BAA (LEGAL) BJCE (LEGAL) BJCF(EXHIBIT)	BJA(LEGAL) BJCF(LEGAL)	BJA(LOCAL) BJCF(LOCAL)
Date Approved:	May 23, 2005		
Date Revised:	January 14, 2013		

52). Hiring of personnel other than the Superintendent

Procedure:

- 1). The Board, according to law, may only approve or reject candidates brought forth by the Superintendent. The Board, individually or collectively, shall not engage in lobbying for specific hiring decisions beyond what the law allows.
- 2). The Superintendent or Superintendent's designee is responsible for making all professional staff recommendations to the Board.
- 3). Board Members may not advise the Superintendent on specific hiring decisions unless such input is sought. Board Members may, however, assist the Superintendent by identifying individuals with specific professional expertise.
- 4). Board Members should refrain from writing letters of recommendation for any person seeking employment in Spring Branch ISD. Should a Board Member write such a letter, he/she must abstain from voting on the candidate's hiring.
- 5). Board Members must abstain from any votes on personnel issues where a conflict of interest is clear as defined in Board Policy and/or statute.
- 6). It is the expectation of the Board that CIT teams will be involved in the selection process of the campus principal.
- 7). Nothing in this procedure shall prevent or in any way limit the ability of the Board or an individual Board Member to discuss concerns about specific existing employees with the Superintendent.

Related Policies:	BBFA(LEGAL)	DA(LOCAL)	DBE(LEGAL)
	DBE (LOCAL)	DBD(LEGAL)	DC(LEGAL)
	DC(LOCAL)	DCB (LEGAL)	DCB(LOCAL)
	DCC(LOCAL)	DCD(LEGAL)	DCD(LOCAL)
	DCE (LEGAL)	DCE (LOCAL)	DK(LEGAL)

Date Approved: May 23, 2005

Date Revised: January 14, 2013

53). Board hearings of employee grievances

Procedure:

- 1). Given the serious and delicate nature of employee grievances, each Board Member is responsible for studying Policy DGBA(LEGAL) and DGBA(LOCAL), the Board policies relating to the process of grievances.
- 2). All grievance related materials received by a Board Member must be held in the strictest confidence. A Board Member shall neither share information from that documentation nor what is heard during the actual grievance proceeding(s).
- 3). Board Members may only consider information that is presented during the grievance process; members will not privately seek out information regarding any grievance. If a Board Member knows, or learns anything about, a grievance case except what is admitted through the grievance documents that might render him/her unable to hear the grievance impartially, then he/she must tell the Superintendent immediately.
- 4). Any public statements arising from an employee grievance will be made by the Board President.
- 5). Any trustee who violates the Board policy on grievances may be subject to action as outlined in Operating Procedure #24.

Related Policies:	DC (LEGAL) DGBA(LEGAL) DG(LEGAL) FNG (REGULATION)	DCD(LEGAL) DGBA(LOCAL) FNG(LEGAL) GF (LEGAL)	DCD (LOCAL) DGBA (EXHIBIT) FNG(LOCAL) GF(LOCAL)
Date Approved:	May 23, 2005		
Date Revised:	January 14, 2013		

54). Board Members' concerns about the performance of employees other than the Superintendent

Procedure:

- 1). When a Board Member becomes concerned about the performance of District employees he/she must bring his/her concerns directly to the Superintendent and inform the Board President. Such concerns must be limited to:
 - A). Actions which are illegal
 - B). Egregious violations of Board policy
 - C). Actions which are harmful to the District's or Board's reputation
 - D). Actions as outlined in Operating Procedure #5
- 2). Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
- 3). The Superintendent is obligated to listen to such concerns, review the matter and notify the Board Member of the resolution of the matter to the extent allowed by policy and law.
- 4). When a Board Member has concerns about the performance of District employees which relate to employee, student, Board or community safety, the Board Member will notify the Superintendent and, when appropriate, the chief of SBISD Police.

Related Policies:	CAA(LOCAL) DH(LEGAL) DHE(LEGAL)	DA(LOCAL) DH(LOCAL) DHE(LOCAL)	DBD(LEGAL) DH (EXHIBIT)	DBD(LOCAL)
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Date Approved:	Apr. 25, 2005
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Date Revised:	January 14, 2013
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