

# **Wink-Loving**

## **INDEPENDENT SCHOOL DISTRICT**



# **Board of Trustee Handbook**

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# Motto, Vision, Mission Statement, Goals, & Objectives

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## **District Motto:**

*Committed to Excellence!*

## **District Vision:**

*WLISD: The Best in Texas: Building Excellence, Pride, and Tradition!*

## **District Mission:**

The mission of the District is to prepare its students to deal with the present and the future in three areas. Students need to have a fundamental knowledge of academic skills, to be able to use critical thinking skills, and to have the skills to be productive, responsible citizens who exhibit pride in our American heritage. In achieving these objectives, the faculty and staff are accountable for providing quality and equitable instruction. We feel that these objectives will prepare our students for a lifetime of learning.

## **WLISD School Board Goals:**

1. All Wink-Loving I.S.D. campuses promote academic excellence and exhibit growth.
2. Wink-Loving I.S.D. has a communication system that is informative, timely, and accurate.
3. Wink-Loving I.S.D. is a district where decisions are based on data, results, and accountability.

## **Board of Trustees**

*Policies BA, BB series, BD series, and BE series*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

## **Current board members include:**

- Mr. Brad White, President
- Ms. Melissa Halterman, Vice President
- Mr. Raymond Dodd, Asst. Secretary
- Mrs. Carrie Purcell
- Mr. Jerome Dewberry

- Mr. Chad Evans
- Mr. Clayton Hawkins

The board usually meets once a month on Monday or Tuesday evenings at 6:00 p.m. Special meetings may be called when necessary. Please check the district website at [www.wlisd.net](http://www.wlisd.net) for meeting information. A written notice of regular and special meetings will be posted on the district web site and the Administration Building at 200 Rosey Dodd Avenue at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

**For current board information, visit: [www.wlisd.net](http://www.wlisd.net).**

### **Administration**

Mr. Scotty Carman, Superintendent  
 Ms. Kittie Gibson, JH/HS Principal/Director of Instruction  
 Mrs. Candice Voyles, Elementary Principal  
 Mrs. Joy Thompson, Dean of Students  
 Ms. Geanna Coker, Business Manager  
 Mr. Brain Gibson, Athletic Director  
 Ms. Michelle Frerich Director of Special Education/Special Programs  
 Mr. Michael Dawkins, Director of Technology  
 Mr. Anaan Ramirez, Maintenance/Transportation Director  
 Ms. Mickey Underwood, Food Service Director

### **School Calendar**

The district calendar is posted online at: [www.wlisd.net](http://www.wlisd.net) ; and a copy is available on each campus.

### **Helpful Contacts**

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

## **School Directory**

### Administration Building

Phone (432) 527-3880 ext. 7002  
Fax (432) 527-3505

### Elementary School

Phone (432) 527-3880 ext. 3103  
Fax (432) 527-3505

### Junior High/High School

Phone (432) 527-3880 ext. 7016  
Fax (432) 527-3505

# Developing Board Meeting Agendas

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## Placing Items on Agenda

1. Board members will submit their proposed action items and policy changes to the superintendent. The superintendent will provide board members with information on the item, administration position, and recommendations. Unless specifically pulled by the board member, any item will appear on the next regular board meeting agenda that occurs thirty days after the item was presented to the superintendent.
2. A Trustee may request a waiver of the thirty days by submitting a Reconsideration request through the Superintendent. If the President does not feel the waiver is appropriate, it will be posted with the requested item on the next regular board meeting agenda for consideration by the entire Board.
3. An item shall not be returned for reconsideration more than twice in a board year (May-April). Reason for requesting reconsideration must be included in the request.
4. A Trustee shall not ask the Superintendent during a meeting to put an item on the next agenda, if a provision for such action is not a posted item.
5. In accordance with Texas Open Meeting Laws, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Government Code.
  - a. The 72 hour in advance rule shall only be bypassed by a legally defined emergency.
  - b. Except in those emergencies, items must be submitted nine (9) days before the Board meeting (or by the Monday of the week prior to the meeting).
6. Trustee shall provide backup material for their agenda items. If backup material is not provided within required timeline for the agenda, the item will not be on the agenda.
7. District Administrative Staff will prepare Recommended Motions for Agenda Items as necessary, to be used at the discretion of the Board.

## Items that Cannot be on the Agenda—Other Than for Closed Session

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1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act.
2. Anything that violates right to privacy, as defined by Texas Open Meetings Act cannot be placed on the agenda.

## **Questions about Agenda Items, Requests for Information, Other Trustee Correspondence with Superintendent and Administrative Response**

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1. Board requests prior to the Board meeting and after the Board receives their agenda packets must be addressed and responded to within 24 hours. Every effort will be made to survey the Board on the Friday of the week prior to the Board Meeting as to whether there are any questions on the Agenda Binder. The questions and responses will be a part of the Agenda Binder review with the Board members and the Superintendent to be scheduled prior to regular board meetings. The Board will make every effort to have requests for additional information or clarification of an agenda item submitted to the Superintendent no later than Monday noon, on the week of a regularly scheduled board meeting.
2. Regardless of which member of the Board submits a request for additional information or clarification, the response will be submitted to all members of the Board. Such response will be provided in an approved format (i.e. email), which identifies the individual board member making the request, and the administrator who provided the information or coordinated the response.
3. All questions or requests should be directed through the superintendent's office.
4. The Superintendent should be notified in advance of any interest to pull a Consent Agenda Item for discussion during a Board Meeting.
5. The Board President will remind Board members when questions could/should have been submitted prior to Board meeting.

## **Major (new and expensive projects) Agenda Items, at the Discretion of the Superintendent, Must Appear on Successive Agendas in the Following Sequence**

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1. As a Discussion and/or Information item
2. Finally as an Action item

Any such major agenda items will be presented to the Board at least two months prior to Board Meeting when final action is required. Only in cases deemed necessary by the Superintendent will the Board be presented with a request for a decision that must be immediate.

## **Action Agenda Items**

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- Any item having to do with a new program or change to a facility (with the exception of Bond work) shall be an Action Item.

## **Consent Agenda Items**

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1. The Consent Agenda items will be those which legally require Board approval, but for which the Board has delegated approval to the superintendent via contract or resolution (Policy BE-R). The

- items will address District business which is recurring or routine in nature {Policy BE (LOCAL), *Board Meetings*}.
2. Upon request, the Board will have an opportunity to review a draft of the agenda for regular board meetings on the Friday of each month prior to the printing of the agenda binder. At that time the Board Members may contact the Superintendent's Office with any concerns about agenda format or requests to change an item from Consent to Action.
  3. District Policy and Regulations will be revised to reflect this change in procedure for identifying Consent Agenda items.

## Special Meetings

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Special Meetings may be called by the Board President after consultation with the Superintendent, or may be requested by three Trustees to the Superintendent or the Board President

## Member Conduct During Board Meetings

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- A. All board members are expected to model the Character Education Traits as attached and follow Robert's Rules of Order.
- B. If during a meeting, a Board member violates Robert's Rules of Order, the following disciplinary procedures will be enforced:
  1. President or any member will ask for a recess and the President and Vice- President will talk privately with the offending board member.
  2. If the offending member continues to be in violation, a public warning will be issued in open session by the President.
  3. If the offending Board member continues to be in violation, any member of the Board may call for public censure and removal from that meeting, requiring a 2/3 vote according to Robert's Rules of Order for disruption of a Public Meeting.
- C. President will not recognize member for personal privilege until at the end of board meeting. Personal privilege will not be used to chastise, embarrass or disagree with another Board member.
- D. Voting
  1. All members, including the Board President, will vote on all action items.
  2. A member will not abstain from voting except by legal right which must be stated by the Trustee who wishes to abstain at that time.
  3. Any other refusal to vote, counts as an affirmative vote for the motion, modifying Robert's Rules of Order.
- E. Persons addressing the Board
  1. When a member or members of the public are disruptive they will receive a verbal warning from the Presiding Officer.
  2. When a member or members of the public continue with a second infraction, the Presiding Officer will ask security to escort the person or persons off the premises and he/she may not return during that meeting.
- F. Agenda item discussion by Board members:
  1. Each member will have the opportunity to discuss an item at least once before the item may be tabled or postponed.
  2. The member placing an item on the agenda will be allowed to make the motion and given the opportunity to discuss an item first. The intention is to save the Board

- time by allowing the member the opportunity to explain their reasons for placing an item on the agenda.
3. Presiding Officer or any Board Member by point of order will limit their discussion to the pros and cons of the item under discussion.
  4. Time limits on discussion:
    - a. Each member will be allowed to discuss an item for three minutes. If necessary, a second round of discussion for another three minutes can be called. No yielding of time will be allowed.
    - b. If a member feels that the item requires additional time, the member may move that the Board extend the number of discussion rounds. Such a motion requires a second and a majority vote.

## **Information or Report Request by Board Member Between Board Meetings**

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Information or report requested by Board member between Board meetings

- A. A Board member may request existing information and/or reports through the Superintendent. If the information does not exist and a report must be generated that will require more than one hour by staff, the Superintendent will refer the request to the Board President, who will refer the Trustee to these Board Procedures. The Trustee will then ask that the report request be considered before the Board, following guidelines in I, A, 1.
- B. A response from the attorney requiring less than an hour of billable time can be made by any Trustee, but not to exceed three (3) times a month. Anything requiring more time must be requested through an agenda item and a majority vote of the Board, unless both the president and the superintendent agree that the item cannot wait for the next regularly scheduled meeting. A copy of the attorney's time log including who, what, time and amount charged will be made a part of the Week In Review (WIR) each month. If the item is directly related to the superintendent, the president and an additional Trustee may request the report.
- C. All Board Inquiries will include a Request Form to include: 1) date of item; 2) rationale of request; 3) Board comments, i.e., share with other Trustees. Administrative response can be expected within three working days.
- D. A Board member can request that a request for information or a concern be discussed by the Board Officers at their monthly meeting with the Superintendent (on the Monday or Tuesday) prior to the regular monthly meeting.
- E. If a Trustee does not respond to an inquiry or question from the Superintendent's Office, such non-response will be considered a 'No', i.e. when the Board is polled about an invitation, meeting date or other calendar issue.

## **Citizen Request/Complain to Individual Board Member**

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- A. When a citizen complains to a Board member, the Board member should:
  1. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
  2. Refer citizen to the appropriate personnel in accordance with district chain of command.
  3. Board member shall inform Superintendent of complaint.

- B. When appropriate, the Superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board member.
- C. The Board, individually or collectively, shall promptly refer all significant criticisms, complaints and suggestions, regardless of the source, called to its attention to the Superintendent for study and appropriate action or recommendation. The Superintendent shall promptly investigate such matters and shall inform the Board of the results or status of such matters.

## **Employee Request/Grievance to Individual Board Member**

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- A. When an employee contacts a Board member about a grievance, the Board member should:
  - 1. Remind employee of chain-of-command.
  - 2. Remind employee of the due process procedure and remain impartial.
  - 3. Board member is encouraged to discuss the incident with Superintendent in a timely fashion.

## **Vendor Request/Concern to Individual Board Member**

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- A. Individual Board members should not respond to vendor calls, other than:
  - 1. I cannot discuss this with you in this manner.
  - 2. Ask if the vendor has made the request or concern known to the Superintendent.
  - 3. Ask if the vendor is currently involved in a bid process that has not yet been awarded. NOTE: If so, such conversation COULD disqualify their bid.
  - 4. Offer to meet at Central Office where a proper record of the meeting can be made.
  - 5. Contact the Superintendent's Office to arrange for the meeting, with one or more Administrative staff person present.
  - 6. Request that all other Board members be notified of the meeting, for information only.
- B. If the Board member agrees after the above meeting that there is evidence that vendor concern should be reviewed:
  - 1. Board member will request that an item be added to the next board meeting agenda, following proper procedure as in I, A, 1.
- C. Vendor Appeal Process
  - 1. Board members who are contacted by a vendor with a concern should refer the vendor to Board Policy GF (LOCAL), Public Complaint, and immediately contact the Superintendent's Office about any such call. The Superintendent's Office will keep the Board apprised of any vendor appeals.

## **Board Member Visits to School Campus**

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- A. Board members are encouraged/expected to attend special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation.

- C. Board members must notify the Superintendent's office of visits to campuses when they are not attending a scheduled activity.
- D. Visits to campuses for unscheduled activity require a minimum of twenty-four (24) hours notice to the Superintendent's Office and may require the accompaniment of the Superintendent or his designee.

## Communication

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- A. The Board President will communicate with the Superintendent frequently (i.e. at least bi-weekly).
- B. The Board Officers (President, Vice-President, and Secretary) meet with the Superintendent at least once a month.
- C. Information sent to any Board member will be distributed to all Board members.
- D. Board will keep Superintendent informed via telephone calls or personal visits.
- E. Board can communicate with the community through public hearings, regular Board meetings, and regular publications.
- F. Individual Board members cannot speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board without prior authorization of the Board.
- G. The Wink-Loving ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration.
- H. The Board, individually and collectively, shall not discuss public business or public policy over which the Board has control with employees of the District other than the Superintendent and other employees designated from time to time by the Superintendent, unless the Superintendent is notified in advance and agrees to such discussion, further, the Board, individually and collectively, shall not discuss with anyone regarding an employee's employment, assignment, reassignment, salary and benefits, evaluation, or other terms and conditions of employment with any employee other than the Superintendent and his designees, unless the Superintendent is notified in advance and agrees to such discussion. Furthermore, the Board agrees to address and resolve all disputes, disagreements, and complaints with the Superintendent in a professional and legal manner.
- I. Individual Board Members shall not meet with or discuss District business with vendors, current or prospective, other than by appointment scheduled through the Superintendent's Office, as per procedure in Item VI.

## Evaluation of Superintendent

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- A. The Superintendent will be evaluated in December of each year.
- B. The Superintendent's performance review will be based on annual priorities established in June or July each year.
- C. The superintendent's evaluation instrument will be reviewed each year in October or November prior to the scheduled evaluation.

## Selection of Board Officers

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- A. Election of Officers: At the first meeting after each election and certification of newly elected Trustees, the members of the Board shall organize by electing the following officers:
  - 1. A president, who shall have been a member of the Board for at least one year prior to election.
  - 2. A vice-president, who shall be a member of the Board.
  - 3. A secretary, who shall be a member of the Board.

## Role and Authority of Board Member and/or Board Officer

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- A. Set down by State statute.
- B. No Board member or officer has authority outside the Board meeting.
- C. No Board member can direct employees in regard to performance of duties.
- D. The Board President shall:
  - 1. Preside at all Board meetings.
  - 2. Appoint committees.
  - 3. Call special meetings.
    - a. The President of the Board shall call a special meeting at the President's discretion or on request by three or more members of the Board.
  - 4. Sign all legal documents required by law.
- E. The Vice-President shall:
  - 1. Act in capacity of President in the absence of the President.
  - 2. Sign or countersign warrants or other documents as necessary.
- F. The Secretary shall:
  - 1. Keep, or cause to be kept, an accurate record of the proceedings of Board Meetings.
  - 2. Send, or cause to be sent, all notices of Board meetings.
  - 3. Act in role of President in the absence of the President and Vice-President.
  - 4. Sign or countersign warrants and other documents as necessary.
- G. The Parliamentarian shall:
  - 1. Be responsible for the Board following Robert's Rules of Order for Board Meetings.
  - 2. Assist the President in conducting orderly meetings.

## Role of Board in Executive Session

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- A. Agenda Posting for Executive Sessions. The posted agenda will list the topics to be discussed in executive session, as identified later in this Policy. Tex. Gov't Code 551.041
- B. Entering Executive Session. The Board may enter into executive session after the following requirements have been met:
  - 1. The Board has first been convened in open meeting for which notice has been given.
  - 2. The presiding officer has publicly announced in open meeting that an executive session will be held.

3. The presiding officer has identified the section or sections of Chapter 551, Tex. Gov't Code, which authorize the holding of such closed or executive session
  4. The presiding officer has publicly announced that no final action, decision, or vote will be taken by the Board while in executive session. 551.101
- C. Matters Under Discussion. Executive sessions are authorized for the following purposes:
1. For a private consultation with the Board's attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Code of Professional Responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act (to be identified as Legal Matters in the notice). 551.071
  2. To discuss the purchase, exchange, lease, or value of real property and negotiated contracts for prospective gifts or donations (to be identified as Real Estate/Donations in the notice). 551.072
  3. To consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless such officer or employee requests a public hearing (to be identified as Personnel in the notice). Atty.Gen.Op. H-496 (1975), 551.074
  4. To consider discipline of a public school child or children unless an open hearing is requested in writing by a parent or guardian of the child (to be identified as Hearings in the notice). 551.082
  5. To consider the deployment or specific occasions for implementation of security personnel or devices. 551.076
  6. To deliberate regarding the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives, to follow, in consultation with representatives of employee groups, under consultation agreements formerly provided for by Section 13.901 of the Texas Education Code. 551.083
  7. To discuss any other item authorized by law to be considered in executive session
- D. Actions, Decisions or Votes. No final action, decision, or vote shall be taken while the Board is in closed or executive session. The presiding officer shall so state prior to entering into executive session. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting. 551.102
- E. Record of Items Discussed in Executive Session. The record of Executive Session proceedings shall be provided for review by every Board member present prior to sealing.

#### XIV. Media Inquiries to the Board

- A. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
- B. A Board member should only speak to media about his/her position on an issue; not what the Board thinks or speculation about the future.

## **Response to Signed Letters of Complaints**

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- A. The Wink-Loving ISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response using a standard format will be sent by Board member. The Superintendent will respond and send copy to full board.

## Reviewing Board Operating Procedures

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- A. Standard Board Operating Procedures will be reviewed and updated annually in May or June and will be part of Board training and orientation.
- B. The Board will adopt the Board Procedures and Board Code of Conduct annually at the regular monthly meeting in either June or July.

These Board Procedures are intended to guide and assist the Board of Trustees in the conduct of its business. They are not intended to confer legal rights on any other person.

These Board Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between these Procedures and Local Board Policy, every effort will be made to revise Board Policy to reflect the intent of the Board in these Procedures. At no time are these Procedures intended to over-ride Legal Policy or state or federal law.

## Graduation Procedures

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The Board President will hand out all diplomas with the exception of an individual board member's child/children and/or other student(s) upon request. Each individual board member is responsible for notifying the Superintendent of Schools at least 5 calendar days prior to the day of graduation. This will allow time for the high school principal to organize diplomas for dissemination by each board member prior to the graduation ceremony.

NOTE: Board Policies that are a part of Board Operating Procedures include:  
BE LOCAL, Board Meetings and BE-Regulation  
BG LOCAL, Board Self Evaluation  
GF LOCAL, Public Complaints

# **WINK-LOVING INDEPENDENT SCHOOL DISTRICT**

## **7 CORE CHARACTER TRAITS**

<b>RESPONSIBILITY</b>	To exhibit self-discipline, use self-control, good citizenship, and be accountable for your own behavior.
<b>RESPECT</b>	To show high regard for self and be courteous and considerate of others.
<b>HONESTY</b>	To demonstrate trustworthiness, fairness and truthfulness.
<b>PERSEVERENCE</b>	To acknowledge the importance of staying with a task and not giving up.
<b>INTEGRITY</b>	To do what is right and to adhere to a code of conduct necessary for successful performance in life.
<b>COOPERATION</b>	To show that when two or more people work together by combining their talents and abilities, the task can be accomplished in a more efficient and effective manner.
<b>CARING</b>	To show concern for the well being of others through both words and actions.