



Wharton Independent School District School Board Operating Procedures

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Cabinet Administration

Olatunji Oduwole	Superintendent
Molli Bodungen	Executive Director of Curriculum & Instruction
Cheryl Hooper	Business Manager
Landy Williams	Chief of Police
Sonya Sonia	Executive Director of Human Resource & Special Programs
Heath Roddy	Executive Director of Technology

Administration

Bo Kucera	Director of Maintenance and Operations
Justine Barron	Director of Food Service
Jason Haddock	Athletic Director
Monica Rath	Director of Student Services

Campus Administration

Donna Grissom	Sivells Elementary Principal
Dana Gray	Wharton Elementary Principal
Courtney Carter	Wharton Junior High Principal
Diana Bell	Wharton High School Principal

Board of Trustees

Phillip Henderson	President
Garland Novosad	Vice President
Lisa Morton Perez	Secretary
Alicia Carter-Walker	Member
Robert Vandagriff	Member
Millard Stains	Member
Curtis W. Evans	Member

It is the policy of Wharton ISD not to discriminate on the basis of race, color, religion, national origin, sex, disability or age.

Board Operating Procedures Wharton ISD

In effective school systems, the Superintendent and the Board function as a "Team of Eight." A structured approach to developing a vision for the District and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy-making body for the District, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Wharton ISD Board of Trustees and Superintendent function as a "Team of Eight" to provide open communication to the staff and patrons of the District.

The Wharton ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the District.

Board Member Code of Ethics (BBF Local)

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 options 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 Districts affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

HONOR IN CONDUCT

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

INTEGRITY OF CHARACTER

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

COMMITMENT TO SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board had 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 in the District

I. Developing Board Meeting Agenda

A. Placing Items on Agenda

- The tentative agenda is created by the administration and presented to the Board President six (6) days before the regular Board meeting.
- Board members must request through the Board President or the Superintendent in advance any item they wish to have considered for placement on the agenda.
- Any two Board Members may request in writing that an item be placed on the agenda. The request shall be accompanied by a brief summary of the Submission and submitted to the Board President and Superintendent. A Board Member may speak to the Board President to request an item be added to the agenda. The President may act as the "second" and direct the Superintendent to place it on the agenda. The board president and/or the Superintendent can ask for clarification and/or additional information to clarify the request or subject matter. Provided, however, any requested agenda items requiring significant preparation time might, at the discretion of the president, be deferred to the following regular board meeting or a specially called board meeting to allow for the time needed to prepare supporting information regarding the agenda items.
- In accordance with the Texas Open Meetings Law, 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 Code.

B. Use of Consent Agenda

- In order to expedite Board meetings and address routine and recurring business in an efficient manner, the Board will use a consent agenda to the greatest extent possible. The consent agenda will be used to take action on routine items.
- For each item listed as part of a consent agenda, the Board shall be furnished with background material.
- All such items shall be acted upon by one vote without separate discussion unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote

C. Items for Closed Session

- All personnel issues must be conducted in a closed session unless specifically required by the Texas Open Meetings Law.
- Anything that violates the right to privacy, i.e. Texas Open Records Act, cannot be placed on the agenda and/or discussed in open session.
- Other matters excepted by Subchapter D of the Open Meeting Act that will have a detrimental effect on the position of the District, i.e. attorney-client privilege

D. Agenda for Special Meetings

- Agendas for Special Meetings, set more than 3 months in advance of the meeting, should not be changed except in the case of urgent matters requiring board action before the next regular meeting. The Board members should be notified as soon as possible about the addition of an Urgent action to the Agenda of a Special Meeting.

II. Member Conduct during Board Meetings (four members present constitutes a quorum for a meeting.)

A. Regular Meetings

- Regular meetings are held at 6:00 p.m. on the third Thursday of the month, unless changed by the board.
- Board members are expected to attend and participate in called meetings of the Board.
- Board members will come to Board meetings prepared to discuss and take action on all items on the agenda. Board members are expected to have done the following prior to arrival at every board meeting:
 - i. Read agenda packet materials before the meeting.
 - ii. Call the Superintendent with questions about agenda items or background information at least 24 hours prior to the scheduled board meeting.

B. Citizen Addressing the Board (BED LOCAL – TASB update pending)

- An opportunity is provided on all meetings for citizens to address the Board. A citizen may address the Board on an agenda or non-agenda item by completing the form located inside the Boardroom and given the form to the Superintendent or the Board President before the meeting begins. Each speaker is limited to five minutes.
- If a citizen acts in a disruptive manner, the person will receive a verbal warning from the presiding officer. The warning should include information the person that if the disruptive behavior continues, the person will be asked to leave the meeting. If the citizen continues the disruptive behavior and does not leave at the presiding officer's request, the presiding officer will ask security to escort the disruptive person off the premises. Once escorted off the premises, the person is not permitted to return during that meeting as per Policy BED (LOCAL).
- Board members are not to sign up as citizens to be heard. As Board members, an agenda item can be requested in accordance with Board policy to discuss any item they wish to discuss.

C. Board Response to Citizens Addressing the Board

- If a citizen to be heard ask questions of the Board, the Board will not respond or answer questions of the Board, the Board will not respond or answer questions as per Policy BED (LOCAL), other than to provide specific factual information or the recitation of existing policy. The Board will not deliberate or decide regarding any subject raised by the citizen that is not on the posted agenda for that meeting.
- The presiding officer at the meeting shall determine whether a citizen addressing the Board has attempted to solve a matter through resolution channels established by policy; if not, the citizen shall be referred to the applicable policy in order to seek resolution.
 - i. Employee complains: DGBA
 - ii. Student or parent complaints: FNG
 - iii. Public complaints: GF
- If a citizen raises a subject that has not been included as an agenda item for that meeting, the only deliberation of or decision about the subject must be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any request made of the Superintendent to look into and/or brief the Board at a future meeting on a subject raised that was not on the agenda must be made by the presiding officer after the meeting is adjourned.

D. Discussion of Individuals Employees/Students by Board or Audience

- As noted above, if a citizen raises a complaint or concern, the presiding officer should determine whether the person addressing the Board has attempted to solve the issue administratively through the applicable complaint policies. If not, the citizen must be referred to the appropriate policy to seek resolution, and should not be permitted to speak during the citizens to be heard segment of the meeting.

E. Hearing and Public Hearings (included Level 3 appeals)

- During the public hearing, the Board is assembled only to gather information.
- The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
- Rules for the public hearing will be strictly adhered to:
 - i. The Board will limit response to give minutes per testifier.
 - ii. The Board will except written (signed) or oral testimony.
 - iii. The Board will not allow duplicate testimony.
 - iv. The Board will not allow any derogatory comments.

F. Board Shall Observe the Parliamentary Procedures in *Robert's Rule of Order, Revised*.

- All discussion shall be directed solely to the business currently under deliberation.
- The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
- The Board President shall recognize a Board member prior to giving their comments.

G. Discussion by Board Members

- Each member will have the opportunity to discuss an agenda item at least once before the item may be tabled, postponed, or action taken.
- Any Board member who places an agenda item on the Agenda will be given the first opportunity to discuss the item.
- The following procedures applies to the open and closed sessions of all public Board meetings. Trustees and the Superintendent should switch all wireless electronic devices to silent mode during a public meeting. Trustees and the Superintendent should not communicate with one another or third parties or the public via electronic means during a public meeting. Trustees and the Superintendent should not communicate with any member of the District staff via electronic means during a public meeting except during emergencies. Board members and the Superintendent shall limit texting and receiving phone calls to matters of urgent importance and emergencies.

III. Voting

- The Board President may vote on all action items or as a tie-breaker. The President should be consistent in this matter.
- In case of a tie vote, the item is tabled. The President may bring the time back to the Board on a subsequent agenda.
- All board members will vote on all action items, except when there is a legal conflict of interest or a conflict that would impair the Board member's judgement in violation of Board Member Ethics.
- All voting shall be done in open session by voice and shall be recorded in the official minutes. No vote shall be by secret ballot.
- Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member. Individuals members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall respect the decision of the whole board.

IV. Request for Information about Meeting Agenda Items

- Board members are encouraged to ask for additional and/or clarifying information related to meetings agenda items prior to the scheduled meeting.
- Any questions about agenda items or requests for additional information about them will be directed to the Superintendent, copying the president.

- If information, documents or records are provided in response to the request, all board members will receive a copy of both the request and information prior to the opening of the meeting. Information provided to all board members pursuant to the procedure shall not be considered information subject to reporting for the purpose of Texas Education Code Section 11.1512(d) and (e).
- Board members may discuss the provided information or ask additional questions about the agenda item in the meeting.
- Board members will make every attempt to request additional materials or information relating to the board meeting agenda as soon as possible before the scheduled meeting.
- The superintendent will ensure that any additional materials or information that is provided to one board member is provided to all board members. This operating procedure will not limit a board member's ability to ask questions during the board meeting.

V. Request for Information Not Related to Agenda Items.

- Board members should request information not related to a meeting agenda item directly from the Superintendent, copying the president.
- The Superintendent will determine if the information requested can be provided from readily available data with no diversion of staff time, then will provide it to all board members as soon as reasonable. Information provided to all board members pursuant to this procedure shall not be considered information subject to reporting for the purpose of Texas Education Code Section 11.1512(d) and (e).
- In the event the request requires the assembly of information, documents and records that will divert staff time from established priorities, the Superintendent will notify the requestor and the president of this fact. The president will place the request for information on the next meeting agenda to determine if a majority of the board agrees that the requested information is important for its future decision-making.
- If the board does agree that the information is important for future decision-making, then the superintendent will direct that the information, documents or records be made available to all board members in the manner requested by the board. Information provided to all board members pursuant to this procedure shall not be considered information subject to reporting for the purpose of Texas Education Code Section 11.1512 (d) and (e).

- If the board does not agree that the information is important for future decision-making and the board members still request the information, the board will make a determination at the meeting whether the board members is requesting the information in his or her official capacity or otherwise. If it is determined by the board to be a request in the board member's official capacity, the information, documents or records will be provided and reported pursuant to Texas Education Code Section 11.1512(d) and (e). If it is

determined by the board not to be a request in the board's member's official capacity, the board member may submit a public information request under Chapter 552, Government Code.

VI. Citizen Request/Complaint to Individual Board Member

- Remind the citizen, parent or student of the District's policies (FNG LOCAL) and (GF LOCAL) setting out the processes to be followed in order to resolve complaints and that the Board member must remain impartial in case the situation goes before the Board. Board members should explain that any involvement or discussion on their part beyond what is outlined in Board policy will require that the member not participate in any discussion or decisions involving the matter should the issue eventually be brought to the Board. It is important to effectively communicate that the District and the Board both have a desire to resolve all complaints, and to do so in accordance with District policies and procedures. The Board member approached by a citizen, parent or student with a complaint shall not attempt to investigate or resolve the issue. If the citizen expresses any concern or fear about using the complaint procedures applicable to the subject matter involved, the Board member should point out that the Board has policies that prohibit retaliation for the filing of any complaints procedures applicable to the citizen, parent or student the importance of following the requirements of the policies established by the Board for the consideration and resolution of complaints or grievances.
- Refer citizens to the Superintendent's Office.
- The Board member shall promptly notify the Superintendent of a significant criticism or complaint.
- Upon being informed of the significant complaint, the Superintendent or designee shall contact the citizen, parent or student in a timely manner to identify for the citizen, parent or student the applicable policies relating to the complaint and its resolution, and will inform the Board member who referred the matter to the Superintendent when this has been accomplished.
- After timely investigation for the matter, the Superintendent shall inform the Board of the results or status of such matters.

VII. Employee Request/Complain to Individual Board Member

- Remind the employee of the appropriate chain-of-command, that the District maintains a policy which outlines the procedures for filing a grievance or complaint, and that these procedures must be followed. If the employee expresses any concern or fear about using the complaint procedures applicable to the subject matter involved, the Board member should point out that the Board has policies that prohibit retaliation for the filing of any complaints or grievances, and reiterate to the employee the importance of following the requirements of the policies established by the Board for the consideration and resolution of complaints or grievances.
- Remind the employee of the Board member's need to remain impartial because Level III complaints are heard in Board meetings as scheduled agenda items, and that any

involvement or discussion on their part with the employee will require that the member not participate in any discussions or decisions involving the matter. The Board member approached by the employee shall not attempt to investigate or resolve the complaint/grievance.

- Promptly inform the Superintendent about the complaint/grievance.
- The employee will hear from the Superintendent within a timely fashion unless the employee request not contact from the Superintendent.

VIII. Board Member Visit to School Campus

- Board members are encouraged/expected to attend PTA and other social events on campuses to represent the Board in support of activities.
- Board members are not to go into teachers' classrooms or to campuses for the purpose of evaluation or investigation.
- While acting in their capacity as a member of the Board, members must notify the principal 24 hours in advance of visits to campuses, when they are not attending a scheduled activity.

IX. Board Member Visit to School Campus

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- Board members are not to go into teachers' classrooms or to campuses for the purpose of evaluation or investigation.
- While acting in their capacity as a member of the Board, members must notify the principal 24 hours in advance of visits to campuses, when they are not attending a scheduled activity.
- The Superintendent will communicate information in a timely fashion to all Board members.
- Request to the Superintendent from any Board member will be distributed to all Board members.
- The Board will keep the Superintendent informed via telephone calls, faxes, email or personal visit.
- The Board will communicate with the community through public hearings, regular Board meetings and regular publications.

- Individual Board members cannot speak in any official capacity outside the Boardroom. Board members must also be cognizant of the fact that some of the information they receive in their capacity as Board members may be confidential and may not be disclosed to third parties. In this connection, Board members must not disclose information that is subject to attorney-client privilege i.e., information that is received through communication with or from the Board attorney or other attorneys representing the School District, information regarding the evaluation of school personnel, and student-identifying information. In addition, Board members should not disclose any information to which they have access by virtue of their positions as a Board member that has not made public, if to

do so would compromise the Board in the conduct of its affairs, or that of the School District.

- Every effort will be made the Board/Administrative Team to communicate effectively with one another so t hat decisions will be based upon the best information available.
- When acting in his or her official capacity, the individual Board member has the right of access to all documents and records of the District, subject to the responsibility to comply with confidentiality requirements. An individual Board member shall not have access to confidential student information unless the member is acting in his or her official capacity and has a legitimate education interest in the records in accordance with policy FL.

X. Evaluation of Superintendent (BJCD LOCAL)

- The Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation.
- An evaluation is conducted in closed session.
- A summative evaluation of the Superintendent will be conducted in January of each year.

XI. Evaluation of the Board

- The evaluation of the Board is an assessment of the completion of goals established.
- The Board will complete the Board self-assessment and meet to discuss it.

XII. Role and Authority of Board Members and/or Board Officers (BBE and BDAA)

- No Board member or officer has authority outside of the Board meeting.
- No Board member may direct employees in regard to performance of duties.
- The Board President shall:
 - i. Preside at all Board meeting unless unable to attend
 - ii. Appoint committees
 - iii. Call special meetings
 - iv. Sign all legal documents required by law
- The Vice President shall:
 - i. Act in the capacity y of the President in the absence of the President
- The Secretary shall:
 - i. Keep accurate records of closed session Board meetings.
 - ii. Call meetings and act in the capacity of the President in the absence of the President and Vice President
 - iii. Sign or countersign all documents as directed by action of the board.

XIII. Role of Board in Closed Session

- The Board may only discuss those items allowed by law in closed session.
- The Board must vote in public session.
- Discussion during closed session must remain confidential.

XIV. Media Inquiries to the Board

- The Superintendent shall be the official spokesperson for the Board to the media/press on issues of media attention. The Superintendent may designate another person to speak to the media when deemed necessary.
- All Board members who receive calls from the media should direct them to the Superintendent and/or his designee.

XV. Anonymous Phone Calls and/or Letters

- The Wharton ISD Board of Trustees encourage input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

XVI. Reviewing Board Operating Procedures

- Standard Board Operating Procedures will be reviewed and updated annually and will be part of Board Training. These procedures may be modified at any time by a majority vote of the Board. Interpretation of Board Operating Procedures will be at the sole discretion of the Board.

XVII. Required Trustee Training (BBD LEGAL and BBD LOCAL)

- Trustees are required to complete training as specified in Texas Education Code 11.159 according to local policy and assessed needs.
- New Trustees shall participate in a local orientation session within 360 days before or 120 days after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within 120 days after election or appointment.
- Training to fulfill training required by state law may be delivered by ESC's or other registered providers. At least 50% of the continuing education required under new and sitting Trustees must be designed and delivered by persons not employed or affiliated with the Board member's local school district. No more than one hour of the required continuing education that is delivered by the local district may utilize self-instructional material.
- Each Trustee is free to select training sessions in order to meet the requirements of the Texas Education Code.
- Each Trustee is allocated one-seventh (1/7) of the approved Board of Trustee travel

budget. If any Trustee needs to change his/her travel plans after the district has confirmed arrangements, the additional financial cost will be deducted and reflected in the Trustee's allocated portion of the travel budget.

- The Superintendent's executive assistant will prepare annual reports with training expenses for each Trustee by July 31st. The report will include the total amount of training and expenses requested for each Trustee of all expenses to date. The entire report will be delivered to all trustees in electronic or printed form as required by district policy.
- The minutes of the last Board meeting held in a calendar year must reflect whether each Trustee has met or is delinquent in meeting the requirement for training required to be completed as of the date of the meeting. Each year training hours for each Trustee shall be reported, with a statement of which Trustees have completed required training, which have exceeded required training, and which are deficient in required training, at the regular February meeting which is the same meeting that calls for the Board election. Please note failure of one or more Trustee to comply with the training rules can affect a district's accreditation status.
- Any trustee deficient in training is not eligible for a nomination to hold an office of the Board.
- It is the board's expectation that Trustees attending training and/or conferences at taxpayer's expense will attend sessions.

XVIII. Travel/Reimbursable Expenses (BBG LOCAL)

- Board of Trustees will receive reimbursement for up to daily per diem allowance at the maximum meals and incidental expenses rates published by the State of Texas. The amounts include taxes.
- Itemized receipts will be required for meals. Unitemized credit card receipts are not acceptable
- The purchase of snacks is not reimbursable.
- The Trustee will be responsible for any expenses incurred for meals greater than per diem allowance.
- The Trustee will not be reimbursed for any expenses for anyone other than the board member.
- Trustee's reasonable expenses will be paid from budgeted funds for the following:
 - i. Carrying out the business of the Board request. Attending meetings and conventions as official representatives of the Board and/or membership in educational organizations.
 - ii. Mileage, commercial transportation, parking lodging, meals and other incidental expenses, incurred in attending meetings and conventions as official representatives of the Board.
 - iii. Hotel expenses for meetings that are more than one than one day in duration and

- out of Region 3.
- iv. All of the above expenses shall come from each board member's 1/7th board member travel allotment and any expenses incurred in excess of such allotment shall be the sole responsibility of the Trustee who incurred them without prior Board approval.
 - v. Any exception to this must be approved by a majority vote of the Board.
 - vi. Trustees will fill out an expense report at the end of all travel and return it to the Superintendent's office within thirty (30) business days of the event with all receipts attached. Failure to comply may limit future travel.
 - vii. Trustees will follow district financial policy for reports of all travel. Trustees will use Travel Guidelines & Procedures, Travel Request and Travel Reimbursement Request forms located on the Wharton ISD website homepage under Departments, for Staff, WISD Internal Forms & Procedures.
 - viii. Following a conference and training, Trustees may be given an opportunity to share verbally or in written form information they received that may be beneficial to their fellow Board Members.

Leadership TASB

All eligible WISD Trustees are encouraged to apply for Leadership TASB B. Trustees must obtain the necessary form from the Texas Association of School boards or online at www.TASB.org and do the following:

- If accepted, request approval to attend from the Board as an agenda item at the closest Board meeting for the additional cost for the training if asking for the board to pay for the training and travel associated with the training; and
- Request a scholarship to help with the additional Board training cost if asking the board to help pay for the training/travel; and
- Apply all of the 1/7 board member's travel/training allotment towards the cost of the LTASB training except for the cost of any state required training that may not be covered in the LTASB training. (Example: Legislative update in alternate years)

No additional board training funds (additional to the 1/7) may be given for the first year or for a Trustee up for re-election.

XIX. Campaigning for Election or Re-Election

- Board incumbents running for re-election shall not request or accept support from district employees during work time.
- Board members shall not utilize District equipment or materials for a campaign.

XX. Expressing Concerns About Another Member's Performance

- Individual Board members are encouraged to express their concerns about another

member's performance directly to that member.

- Board members will not take concerns about fellow Board members to the Superintendent.
- If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
- The Board President shall discuss the concern with the individual in question on behalf of the reporting Board member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
- The Board President shall remind the Board member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
- If the Board member in question does not believe his or her behavior is in conflict with the Board's code of ethics, and agenda item specifying "evaluation of individual Board member's performance" may be listed on the agenda for an upcoming board meeting.
- The matter will be discussed by the full Board in a closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
- If the concern involves the Board President, a member may discuss his or her concerns with the Board Vice-President.
- Board members will not speak negatively about one member, superintendent, or staff in the community.

XXI. Board Review of Code of Ethics and Board Operating Procedure

- The Board will bi-annually review and reauthorize the Board Code of Ethics and Operating Procedures.
- Each new Board member will be given a copy of the Board Code of Ethics and Operating Procedures prior to or at the new Board member's first board meeting.