

Cedar Hill ISD

BOARD OPERATING PROCEDURES

Modified June 16, 2026

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 Cedar Hill 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 Cedar Hill ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to set the expectations of the Board of Trustees and to effectively communicate with staff and patrons of the district.

Contents

I. Values, Vision, Mission, & Motto 5

II. Social Contract 6

III. Code of Ethics Board Policies BBF (LOCAL) 6

Equity in Attitude 6

Trustworthiness in Stewardship 6

Honor in Conduct 6

Integrity of Character 6

Commitment to Service 6

Student Centered Focus 7

IV. Role and Authority of Board Member and/or Board Officers BDAA(LOCAL) 7

Board Officers: 7

Vacancy: 7

Terms and Duties: 7

President: In addition to the duties required by law, the President of the Board shall: 7

Vice President: The Vice President of the Board shall: 8

Secretary: The Secretary of the Board shall: 8

Board as One: 8

V. GOVERNANCE BE (LEGAL) 8

Board Meetings: 8

Definition: 8

Open to Public: 8

Social Function or Convention: 9

Meeting Place: 9

Meeting Time: 9

Meeting Attendance: 9

Special or Emergency Meetings: 9

Agenda: 9

Notice to Members: 10

Closed Meetings: 10

Order of Business: 10

Rules of Order: 10

Voting: 10

Consent Agenda: 10

Superintendent's Report: 10
Board President's Announcements: 11
Items for Executive Session: 11
Board Meetings and Public Participation: 11
VI. BOARD MEMBERS AUTHORITY BBE (LOCAL) 12
Board Members' Authority: 12
Transacting Business: 12
Individual Authority for Committing the Board: 12
Individual Access to Information: 12
Limitations: 12
Requests for Records: 12
Request for Reports: 12
Confidentiality: 13
Referring Complaints: 13
Visits to District Facilities: 13
VII. BOARD MEMBERS' TRAINING AND ORIENTATION BBD (LEGAL). 13
Required Training: 13
Local Orientation: 13
New Members: 13
Sitting Board Members: 14
Legislative Updates: 14
Team Building: 14
First Year: 14
Subsequent Years: 14
Presidents: 15
Local Training: 15
Specific Open Meetings Training: 15
Specific Open Records Training: 15
Training During Meetings: 15
Conventions and Workshops: 15
Commendation: 15
VIII. PUBLIC COMPLAINTS GF (LOCAL) 16
Guiding Principles: 16
Formal Process: 16
Freedom from Retaliation: 16

Application: 16
Specific Complaints: 16
IX. ANONYMOUS PHONE CALLS AND/OR LETTERS 16
X. RESPONSE TO SIGNED LETTERS 16
XI. BOARD MEMBER USE OF SOCIAL MEDIA 17
XII. BOARD MEMBER TO VISIT SCHOOL CAMPUS 17
XIII. COMMUNICATIONS WITH SUPERINTENDENT 17
XIV. COMMUNICATIONS WITH PUBLIC 18
XV. SUPERINTENDENT EVALUATION BJCD (LOCAL) 18
Evaluation Instrument: 18
Written Evaluation: 18
Objectives: 18
XVI. EVALUATION OF THE BOARD 19
XVII. REVIEW BOARD OPERATING PROCEDURES 19
XVIII. CAMPAIGNING FOR ELECTION 19
Support from Employees: 19
Support of Board Members: 19
School board members should not invite candidates to campus events during the school day. 19
XIX. BOARD MEMBERS' COMPENSATION AND EXPENSES BBG (LEGAL/LOCAL) 19
Expense Reimbursement: 19
Travel Expenses: 19
Documentation Required: 20
Members Expenses: 20
Nonmembers Expenses: 20
Travel Cancellations 20
XX. COMPLIANCE WITH BOARD OPERATING PROCEDURES BBC (LEGAL), BBF(LOCAL) 20
Board Members' Concerns about another Board Member's Performance 20
XXI. CENSURE OF A BOARD MEMBER BBC (LEGAL) 21
XXII. Board Advocacy 21
Legislative Priorities 21
Appendix 22
Robert's Rules of Order Reference Guide 22

CEDAR HILL ISD

VALUES

Every student. Every time. All the time.

VISION

Unlocking every Longhorn's potential.

MISSION

To develop resilient scholars who excel academically and are empowered to serve.

MOTTO

Educate. Empower. Inspire.

II. Social Contract

The Board will SERVE as District ambassadors, assume POSITIVE and noble intentions, collaborate as a TEAM, respect the body corporate, promote discussion, RESPECT each other's perspective, and be PROFESSIONAL.

III. Code of Ethics Board Policies 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

1. I will be fair, just, and impartial in decisions and actions.

2. I will accord others the respect I wish for myself.

3. I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

4. I will be accountable to the public by representing District policies, programs, priorities and progress accurately.

5. I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.

6. I will work to ensure prudent and accountable use of District resources.

7. I will recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise performance or responsibilities.

Honor in Conduct

8. I will tell the truth.

9. I will express opinions and views during the discussion of motions, but following the vote shall respect the majority decision as the decision of the Board.

10. I shall not discuss any information or express opinions in public when the district is involved with third party negotiations.

11. I will make decisions in terms of the educational welfare of all children in the District and on fact rather than supposition, opinion or public favor.

Integrity of Character

12. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.

13. I will consistently uphold all applicable laws, rules, policies and governance procedures.

14. I will hold confidential all matters and information that is privileged under applicable laws or will needlessly harm employees, individuals or the District if disclosed.

Commitment to Service

15. I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking and evaluation.

16. I will diligently prepare for and attend Board meetings by studying the material in the Board packet and when possible presenting or resolving questions beforehand by contacting the Superintendent or administrative staff.

17. I will refrain from individual involvement in activities the Board has delegated to the Superintendent.

18. I will seek continuing education that will meet legal requirements and enhance my ability to fulfill my duties effectively.

19. I will refrain from use of social media, texting or other forms of electronic communication that are subject to open records requests, and therefore prohibited, during board meetings.

20. I will keep District business completely separate from personal social media accounts.

Student Centered Focus

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

IV. Role and Authority of Board Member and/or Board Officers BDAA(LOCAL)

Board Officers:

The Board shall elect a President, a Vice President and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.

Vacancy:

A vacancy among officers of the Board shall be filled by majority action of the Board.

Terms and Duties:

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office without limit. A minimum of 1-year board experience is preferred before serving as an officer. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

President: In addition to the duties required by law, the President of the Board shall:

1. Preside at all meetings of the Board unless unable to attend.
2. Have the right to discuss, make motions and resolutions and vote on all matters coming before the Board.
3. Call special meetings of the Board. [See BE]
4. Sign all legal documents, warrants, vouchers and reports, as required by statute, state or federal regulations or Board policy.
5. Decide all questions of order in accordance with Robert's Rules of Order, Newly Revised, as modified by Board policy.
6. Act as the spokesperson for the entire Board.
7. Receive official correspondence addressed to the Board.
8. Assist in the development of the agenda for each meeting.
9. Represent the Board and the District at certain ceremonial occasions and events.
10. Bring before the Board from time to time whatever matters and suggestions he or she may consider it to be within the best interest of the District.
11. Perform all other duties which may be prescribed by law, authorized by the Board or mandated by a court of competent jurisdiction for the President of the Board.
12. The Board President shall appoint members to special committees created by the Board to fulfill specific assignments. [See BDB]

a. Finance Committee	b. CHISD Education Foundation	c. Bond Oversight Committee
d. Facilities Committee	e. TASB Delegate	f. School Health Advisory Committee
g. Policy Review Committee	h. TASB Delegate Alternate	i. Legislative Advisory Committee
j. School Safety Committee		

13. The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.

Vice President: The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.
3. Act as Parliamentarian including: Engaging in pre-meeting preparation with the chair, advising on points of order during meetings, and maintaining governing documents. The presiding officer will appoint the Parliamentarian in the event that the Vice President is presiding over a meeting.

Secretary: The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer
4. Sign or countersign documents as directed by action of the Board.
5. Receive Board President's Announcements at least three (3) business days prior to the meeting

Board as One:

Board members retain their free speech rights but should be sure to clarify that their statements are reflections of their own views and not the official position of the Board.

V. GOVERNANCE BE (LEGAL)

Board Meetings:

The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the board is present and voting. Education Code 11.051(a-1)

Definition:

"Meeting" means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. "Meeting" also means a gathering:

1. That is conducted by the Board or for which the Board is responsible;
2. At which a quorum (e.g., four members of a seven-member board) of members of the Board is present;
3. That has been called by the Board; and
4. At which Board members receive information from, give information to, ask questions of or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

Open to Public:

Every meeting of the Board shall be open to the public. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. Gov't Code 551.002, 551.084, Ch. 551, Subch. D, Subch. E [See BOB and BE(LOCAL)

Social Function or Convention:

The term "meeting" does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state or national convention or workshop, ceremonial event or press conference, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference. Gov't Code 551.001(4)

Meeting Place:

The location of a board meeting shall be specified in the notice for the meeting, which is posted on the outside bulletin board of the Administration building and the district website.

Meeting Time:

Regular meetings of the Board shall be held on the third Monday of each month at 6:30 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. (See BE Local) The notice for that meeting shall reflect the changed date or time.

Meeting Attendance:

Attendance at all board meetings, both regular and called is expected. Attendance will be reported at the last regular Board meeting of the calendar year.

Special or Emergency Meetings:

1. The time and place of special and emergency meetings shall be as set out in the notice for the meeting.
2. The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.
3. The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.
4. Virtual meetings are only allowed under extenuating circumstances, when face-to-face is not possible.

Agenda:

1. Placing Items on the Agenda**:**

    a. The superintendent (or his/her designee) and Board President jointly create the agenda.
    b. Board members must request to the Board President (or his/her designee), by noon seven (7) days in advance, any item they wish to have considered for placement on the agenda for a regularly scheduled Board meeting.
    c. Should the Board President reject any individual request, any Board member, with the agreement of another Board member, can have an item placed on the agenda by noon four (4) business days before the meeting. For the item to be included both Board members must communicate with the Board President in writing.
    d. Items on the Board calendar will be added to the agenda by the Board President.

2. Preparation:

    a. The Superintendent and Board President shall consult with one another to prepare the agenda for all Board meetings.
    b. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board as a whole or at least Board Members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the

near future. Board members may submit their individual requests for agenda items to the Board President who will assess, in conjunction with the Superintendent, when to address these requests. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

c. Prior to each meeting, the Superintendent or designee shall provide each member written notice of the meeting, an agenda listing, appropriate reports, information, documents and recommendations. Questions from Board members will be funneled through the Superintendent for response. Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

Notice to Members:

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BE(LOCAL)]

Closed Meetings:

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BE(LOCAL)]

Order of Business:

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order:

The Board shall observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

a. See Appendix A – Robert’s Rules of Order Reference Guide

Voting:

Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded. If someone is abstaining, the member can have the opportunity to say why. [See BDAA (LOCAL) for the Board President's voting rights]

Consent Agenda:

When the agenda is prepared, the Board President shall determine items, if any that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. 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.

Superintendent's Report:

During the preparation of the agenda, the Board President and Superintendent shall collaborate to determine which items, if any, should be placed on the Superintendent's Report. The Superintendent's Report is intended for informational purposes only. The Board does not vote on these items, although a Board member may ask questions or lead a discussion on any of the items listed under the Superintendent's Report.

Board President's Announcements:

The Board President will have an item on the agenda to make announcements. These announcements are for information purposes only. All announcements must be sent to the Board Secretary at least three (3) business days prior to the meeting.

Items for Executive Session:

1. All personnel issues must be conducted in an executive session, unless specifically required by Texas Open Meeting Law.
2. The Board may discuss in executive session any and all subjects, for any and all purposes permitted by Sections 551.071-551.084.
    a. Attorney consultations
    b. Real property purchases or economic development negotiations
    c. Prospective gifts or donations to the District personnel matters, including employee complaints
    d. Personally identifiable student information
    e. Medical or Psychiatric records
    f. Student discipline
    g. Security devices
    h. Assessment instruments
    i. Emergency Management
    j. Economic Development Negotiations

Board Meetings and Public Participation:

1. Limit on Participation: Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
2. Public Comment: At regular meetings the Board shall allow each member of the public to address the body regarding an agenda item(s) in the open Board meeting before or during the body's consideration. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins.
3. Board Response: No member of the public shall exceed three minutes per meeting. The address shall not exceed 6 minutes if the member of the public is in need of a translator. Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
4. Complaints and Concerns: The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:
    a. Employee complaints: DGBA
    b. Student or parent complaints: FNG
    c. Public complaints: GF

VI. BOARD MEMBERS AUTHORITY BBE (LOCAL)

Board Members' Authority:

The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]

Transacting Business:

When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, each Board decision shall be an action by the whole Board binding upon each member.

Individual Authority for Committing the Board:

Board members as individuals shall not exercise authority over the District, its property or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]

Individual Access to Information:

An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See GBA]

Limitations:

If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.

An Individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with P-Olicy_fl.

A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the public information act. [See GBAA]

Requests for Records:

An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records, who shall respond within the time frames required by law. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided.

In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

Request for Reports:

No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. If a report is generated for a Board Member it shall be sent to all Board Members.

Confidentiality:

At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements.

Referring Complaints:

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

Visits to District Facilities:

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations. [See also GKC] Board Members should be invited to a campus; they should never just show up. A Board Member can show up to their adopted campuses by notifying the Superintendent in advance. A Board Members must wear their district identification badges when on a campus.

VII. BOARD MEMBERS' TRAINING AND ORIENTATION BBD (LEGAL).

Required Training:

Each Trustee must complete any training required by the State Board of Education. The minutes of the April regular meeting of the Board held each year must reflect whether each Trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. Education Code 11.159

a. Annually, at the meeting at which the call for election of Board members is normally scheduled, the President or designee shall announce the name of each Board member who has completed the required continuing education, who has exceeded the required hours of continuing education and who is deficient in the required continuing education. The President shall cause the minutes to reflect the information and shall make this information available to the local media.

Continuing education for Board members includes orientation sessions, an annual team building session with the Board and the Superintendent and specified hours of continuing education based on identified needs.

In addition to the orientation and team building training, all Board members shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD (EXHIBIT)] The continuing education sessions may be provided by the regional education service centers or other registered providers. To the extent possible, the entire Board shall participate in continuing education programs together.

a. The Board will attend an SLI training together. The Board will vote in August on the SLI location to attend yearly.

Local Orientation:

All Board members shall receive a local District orientation and an orientation to the Texas Education Code as provided by the Superintendent or designee. The Executive Assistant for the Board will schedule meetings with the Department Heads from the Executive Cabinet.

New Members:

1. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. The purpose of this orientation is to familiarize new Board members with local Board policies and procedures and District goals and priorities.

2. All newly elected Board members shall receive the orientation to The Texas Education Code within the first year of service. The orientation shall be delivered by regional education services centers and shall be three hours in length.
3. The Board president will assign a mentor for one year to a new Board member upon request.

Sitting Board Members:

All sitting Board members shall receive a basic orientation to the Texas Education Code and relevant legal obligations. The orientation will have special but not exclusive emphasis on statutory provisions related to Texas school district governance. The orientation shall be delivered by regional education services centers and shall be three hours in length. Topics shall include, but not be limited to, Texas Education Code, Chapter 26 (Parental Rights and Responsibilities),and Texas Education Code, Section 28.004 (Local School Health Education Advisory Council and Health Education Instruction). [See BDF, EHAA, and FNG]

Legislative Updates:

After each session of the Texas Legislature, each Board member shall receive an updated session from a regional education service center or any registered provider to the basic orientation to the Texas Education Code. The update session shall be of sufficient length to familiarize Board members with major changes in the Education Code and other relevant legal developments related to school governance. A Board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes are not required to attend an additional legislative update.

Team Building:

The entire Board, including all Board members, shall annually participate with the Superintendent in a team-building session facilitated by the regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the governance leadership team for the upcoming year.

First Year:

In their first year of service, Board members shall receive at least ten hours of continuing education in fulfillment of assessed needs. Board members may fulfill up to five of the required ten hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

Subsequent Years:

Following the first year of service, Board members shall receive at least five hours of continuing education annually in fulfillment of assessed needs. Board members may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

Presidents:

The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.

Local Training:

At least 50 percent of the annual continuing education shall 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 use self-instructional materials.19 TAC 61.1

Specific Open Meetings Training:

Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

Specific Open Records Training:

Within 90 days after taking the oath of office or assuming duties as a public official, each Board member and public information coordinator shall complete a course of training regarding the responsibilities of the District and District officers and employees under Chapter 552 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

Training During Meetings:

No continuing education shall take place during a Board meeting unless that meeting is called for the delivery of Board training. Continuing education may take place prior to or after a legally called Board meeting in accordance with the Government Code.19 TAC 61.1

Conventions and Workshops:

Board members may attend regional, state or national conventions or workshops without such gatherings being construed as "meetings" under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning District business, and any discussion of public business shall be merely incidental to the convention or workshop. Gov't Code 551.001(4)

Commendation:

Annually, the State Board shall commend those Board- Superintendent teams that receive at least eight hours of the continuing education in the local orientation and team-building sessions as an entire Board-Superintendent team.19 TAC 61.1

VIII. PUBLIC COMPLAINTS GF (LOCAL)

Guiding Principles:

The Board encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator.

Formal Process:

1. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome.

2. Requested by an individual, he or she may initiate the formal process described below by timely filing a written complaint form.

3. Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

4. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation:

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

Application:

Except as addressed by SPECIFIC COMPLAINTS, below, this policy applies to all complaints or grievances from the public.

Specific Complaints:

For more information on how to proceed with complaints regarding:

1. Alleged discrimination, see GA.

2. Instructional materials, see EFA.

3. On-campus distribution of non-school materials, see GKDA.

4. A commissioned peace officer who is an employee of the District, see CKE.

IX. ANONYMOUS PHONE CALLS AND/OR LETTERS

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

X. RESPONSE TO SIGNED LETTERS

A. The Board of Trustees encourages input. A signed letter or email regarding district business will be forwarded to the Superintendent. The Superintendent or a designee will respond to the letter or email and communicate their actions/response to the signed letter to the Board.

B. Board Members will not respond to anonymous communications, unless the communication pertains to criminal, health or safety issues. Any such communications will be forwarded to the Superintendent and Board President. If a

Board member receives any communication which he/she perceives to be of a threatening nature, the Board member will immediately call and forward the communication to the Superintendent for action. The Superintendent will contact all Board members, if deemed necessary.

XI. BOARD MEMBER USE OF SOCIAL MEDIA

A. While using social media platforms, should a community member, parent, student, employee, etc., of the District make a complaint or share concerns regarding the District online, Board members should either refrain from responding to the comment made, or should direct the community member to an administrator so that the individual can go through the District's grievance process to have their concerns addressed.

a. "Thank you for reaching out. As an individual trustee, I cannot investigate, direct, or resolve district matters through social media. District concerns should be addressed through the appropriate campus or district administrative process so they can be reviewed fairly and consistently. If additional assistance is needed, please contact the appropriate campus or district administrator."

B. Board members should also keep in mind that they can be collectively and individually subject to defamation suits. As such, Board members must be extremely cautious in creating posts or responding to comments with information that has not been verified or made public. Board Members should also refrain from commenting on or spreading rumors or misinformation about the District or its students or employees or other board members.

C. Board members should refrain from using their individual accounts to discuss school business or invite any kind of public discourse. If this activity occurs and the account is designated as a public forum, Board members and the District can be subject to legal action for deleting posts or comments, blocking or restricting certain users or restricting public speech in any way.

XII. BOARD MEMBER TO VISIT SCHOOL CAMPUS

A. Board members are encouraged 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 sign in at the office when visiting campuses.
D. Board members must wear identification badges when visiting schools.
E. Except for routine activities or visits to see their children, as a courtesy, Board members should let the principal and Superintendent and/or designee know of their visit.
F. Board members should avoid visiting unannounced to avoid disruption to campus activity or instruction.
G. Board members that volunteer to help at a campus in a non-board member capacity must follow all protocols just like all other volunteers.
H. Board members need to be aware that even when visiting in an unofficial capacity, they may still be perceived as representatives of the Board.

XIII. COMMUNICATIONS WITH SUPERINTENDENT

A. Superintendent will meet with the Board President on a routine basis.
B. Superintendent will communicate with all Board members via regular transmittals by telephone calls, faxes, e-mail, text messages or personal visits. In an emergency the board will receive a phone call from Superintendent, for minor things the Superintendent will send a text and for more detailed information the Superintendent will send an email.
C. Superintendent and Board President will communicate information in a timely manner to all Board members.
D. Board will keep Superintendent informed via telephone calls, faxes, e-mail, text messages or personal visits.

XIV. COMMUNICATIONS WITH PUBLIC

A. The Board is committed to, and encourages, community input through surveys, community engagement opportunities, district website, and district publications.
B. The Board will communicate with its community through trustee connections, public hearings, regular Board meetings and regular publications.
C. Unless otherwise approved or authorized by the Board, individual members cannot speak in an official capacity or otherwise represent the views of the Board.
D. Community members may contact the Board and Administration through the District website. The Board is discouraged from responding to any website email individually as the Administration will appropriately respond and the Board will be copied on their response when appropriate. Board members will forward patrons' concerns on to the Superintendent. The Superintendent will determine the district employee best to answer the concern and communicate back to the patron and board members the outcome of the investigation. When all the Board members and the Superintendent are included in an email the Superintendent will respond. When all the Board members but no Superintendent are included on an email the Board President will respond. When an individual Board Member receives an email the email should be forwarded to the Superintendent and copy Board President. A response of "Thank you for your email and someone from our administration will be getting back to you." would be a good response.
E. Media Inquiries to the Board:

1. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
2. All Board members who receive calls from the media should direct them to the Board President, Superintendent, and /or District Communications Department.

XV. SUPERINTENDENT EVALUATION BJCD (LOCAL)

Evaluation Instrument:

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA (LOCAL)] and performance goals and shall be adopted by the Board.

Written Evaluation:

1. The Board shall prepare a written or electronic evaluation of the Superintendent at annual or more frequent intervals. *An evaluation must be completed within 15 months of the last evaluation.
2. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

Objectives:

The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

1. Clarify to the Superintendent his or her role, as seen by the Board.
2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
3. Foster an early understanding among new Board members of the evaluation process\and the Superintendent's current performance objectives and priorities.
4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.

5. Ensure administrative leadership for excellence in the District.
6. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

XVI. EVALUATION OF THE BOARD

A. The Board shall conduct formative self-evaluations at least twice a year.
B. The Board shall self-evaluate using an instrument of their choice.

XVII. REVIEW BOARD OPERATING PROCEDURES

Standard Board Operating Procedures will be reviewed by the Board Operating Procedures Committee and updated annually by the entire Board no later than July.

XVIII. CAMPAIGNING FOR ELECTION

Support from Employees:

1. School district employees, during work hours, will not be solicited for endorsement by any Board Member campaigning for re-election. Use of district materials and systems (including district email communications) will not be used by any employee to discuss or solicit support of any candidate running for election or re-election. Texas Education Code Section 11.168, as amended by the 79th Legislature, 2005.
2. Campaign materials may only be distributed on school property in accordance with Board Policy.

Support of Board Members:

The Board, as a whole, will not endorse any candidate running for public office.

School board members should not invite candidates to campus events during the school day.

Campaigning on any school property is prohibited.

XIX. BOARD MEMBERS' COMPENSATION AND EXPENSES BBG (LEGAL/LOCAL)

Expense Reimbursement:

1. An amount for Board member travel expenses shall be approved in the budget each year.
2. A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Travel Expenses:

1. Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:
    a. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses.
    b. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

2. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
3. If staying at a hotel, Board members must check out a district credit card from the Purchasing Department. Board members will also receive a hotel tax exempt from that must be presented at time of check-in.
4. All District credit cards along with the hotel folio must be returned to the Executive Assistant for the Board within 3 days.

Documentation Required:

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

Members Expenses:

Local funds and state funds not designated for a specific purpose may be used for purposes necessary in the conduct of the public schools determined by the Board. Reimbursement of travel expenses for Board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. Education Code 45.105(c); Atty. Gen. Op. H-133 (1973)

Nonmembers Expenses:

The Board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany Board members to Board-related activities. Atty. Gen. Op. MW-93 (1979)

Travel Cancellations

1. Conference/Seminar Registration - Canceled registrations are only partially refundable to a certain date, and non-refundable as the conference time approaches. Cancellations should only occur for extenuating circumstances or emergencies. If a Board member must cancel, he or she should inform the Board President, Executive Assistant, and Superintendent.
2. Hotel Reservations - If needing to cancel a hotel reservation made by the district, at least four days' notice must be given to the Executive Assistant to avoid the district being charged for the room.
3. Airfare - Most airfare is non-refundable. Avoid canceling flights unless there is an emergency situation.

XX. COMPLIANCE WITH BOARD OPERATING PROCEDURES BBC (LEGAL), BBF(LOCAL)

Board Members' Concerns about another Board Member's Performance

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 the following:

1. The concerned member shall have a private conversation with the member in a timely manner in order to work out the differences or resolve the issue(s).
2. Concerns should be addressed directly by the concerned member and not communicated anonymously through another member or third party.
3. If the concern(s) remain, the concerned member will meet privately with the Board President and outline the specific issue(s). The Board President and the concerned member will meet with the member and attempt to resolve the issue(s). If the concern is with the performance of the Board President, the Vice President will be notified and will meet with the concerned member.

4. If the issue is still not resolved, the concerned member will hold a conference with the Board President (or Vice President if concerns are regarding the President) and the Superintendent to develop a plan of action to resolve the concerns.
5. When a member with concern(s) about another member's performance has gone through the outlined steps above and the issue(s) remain unresolved the concerned member will, through the Board President, request that an item be placed on an upcoming meeting agenda as an executive/closed session item, posted as "Consideration of the Duties of a Public Officer." See Board Operating Procedure, Meetings, "Developing Board Meeting Agenda," regarding the steps to follow when placing an item on the agenda.
6. Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.
7. No action may be taken that would conflict with the Texas Open Meetings Act.
8. Nothing in this operating procedure shall be construed to limit a Board Member's constitutional rights.

XXI. CENSURE OF A BOARD MEMBER BBC (LEGAL)

If a Board Member acts in a manner that is unbecoming of a member and disruptive to the business of the district, the Board may pass a resolution to censure that Board Member. This would consist of a calmly worded statement identifying the following:

a. The inappropriate behavior of the named Board member.
b. The desired behavior.
c. A statement of agreement by a majority of the Board members that the behavior is inappropriate.

Resolutions are non-binding, but they have the effect of publicly disciplining a colleague, since removal from office is rare.

The Board may choose to withhold financial resources from the offending Board member. Examples might be disallowance of reimbursement for attendance at conventions, seminars, or other district travel plans.

Under extreme conditions the Board may agree to ask the offending Board member to resign, recognizing that the Board does not have authority to remove any member.

XXII. Board Advocacy

The Board places a high priority on advocacy at the local, state and national levels for the specific interests of the District for its students, faculty and education, in general.

a. A Legislative Advisory Committee will be added as a standing Board committee

Legislative Priorities

The Board will create District legislative priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators.

These priorities may be updated as necessary to remain current and responsive.

The Board will annually determine a process for organized engagement between members and the local, state and federal community and elected leaders.

Appendix

Robert's Rules of Order Reference Guide

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.
After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.
After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

"Call for orders of the day."

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.

Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- You may INTERRUPT a speaker for these reasons only:
  a. to get information about business –point of information to get information about
  b. rules– parliamentary inquiry
  c. if you can't hear, safety reasons, comfort, etc. –question of privilege
  d. if you see a breach of the rules –point of order
  e. if you disagree with the president of the board's ruling –appeal
  f. if you disagree with a call for Unanimous Consent –object

Quick Reference

	Must be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Close Discussion	√			2/3rds	√
Recess	√		√	Majority	
Adjourn (End Meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a Later Time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√