

KRUM INDEPENDENT SCHOOL DISTRICT

BOARD OPERATING PROCEDURES

The Krum Independent School District Board of Trustees recognizes that effective governance is built upon trust, communication, mutual respect, accountability, and a shared commitment to students.

The Board of Trustees serves as the governing body of Krum ISD and is responsible for establishing the vision, goals, and policies that guide the District. The Superintendent serves as the chief executive officer and is responsible for implementing Board policy and managing the day-to-day operations of the District.

Together, the Board and Superintendent function as the “Team of Eight,” working collaboratively to ensure every decision supports student success and advances the mission, vision, and values of Krum ISD.

These Board Operating Procedures supplement Board Policy and guide governance practices, communication expectations, and working relationships among Trustees and the Superintendent.

I. GOVERNING PHILOSOPHY

Student-Centered Decision Making

All decisions shall be guided by the question:

“What is in the best interest of students?”

Trustees will consider the long-term impact of decisions on students, staff, families, and the community while maintaining a focus on educational excellence, fiscal responsibility, and continuous improvement.

Unified Governance

Trustees are encouraged to engage in open and honest discussion. Once a vote has occurred, all trustees will respect the decision of the Board and support implementation of the Board’s action.

Mutual Respect

Trustees shall treat one another, district employees, students, parents, and community members with professionalism, courtesy, and respect.

Disagreements should focus on issues rather than individuals.

II. BOARD AND SUPERINTENDENT RELATIONSHIP

Team of Eight

The Board and Superintendent acknowledge that trust and effective communication are essential to successful governance.

The Team of Eight will:

- Maintain open and honest communication.
- Focus on district goals and student outcomes.
- Support one another's roles and responsibilities.
- Address concerns directly and professionally.
- Work collaboratively to solve problems.

Board Responsibilities

The Board shall:

- Establish district vision and goals.
- Adopt and review policy.
- Approve the annual budget.
- Monitor district performance.
- Employ and evaluate the Superintendent.
- Represent the interests of the Krum ISD community.

Responsibilities of the President, Vice President and Secretary:

- Refer to Board policy BDAA Local

Superintendent Responsibilities

The Superintendent shall:

- Implement Board policy.
- Manage district operations.
- Recommend personnel, programs, and budgets.
- Keep the Board informed.
- Lead the district toward achieving Board goals.

Individual Trustee Responsibilities

Individual trustees shall:

- Act in the best interest of students.
- Respect Board decisions.
- Maintain confidentiality.

- Participate in Board training.
- Avoid interference in administrative operations.

Individual trustees shall not:

- Conduct independent investigations.
- Commit the District to action by acting on behalf of the Board without the express authorization of the Board.
- Speak for the Board without authorization.
- Avoid personal involvement in activities the Board has delegated to the Superintendent.
- Exercise authority over the District, its property or its employees.

III. BOARD MEMBER COMMUNICATION

Communication Between Meetings

Trustees are encouraged to communicate openly while complying with the Texas Open Meetings Act.

Trustees may:

- Share information.
- Ask questions.
- Discuss governance matters.

Trustees shall not:

- Deliberate district business outside posted meetings.
- Poll fellow trustees.
- Create a walking quorum.
- Seek commitments regarding future votes.

When in doubt, trustees should consult legal counsel or the Superintendent.

IV. COMMUNICATION WITH THE SUPERINTENDENT

Trustees should communicate questions, concerns, and requests through the Superintendent.

The Superintendent shall:

- Respond promptly when practical.
- Provide accurate information.
- Share information with the entire Board when appropriate.

Individual trustees:

- Agree to communicate concerns directly with the Superintendent before drawing conclusions or making assumptions.
- Respect the Superintendent's daily schedule, keeping phone calls and meeting requests to a minimum. "Drop-in" visits will not necessarily be accommodated.
- Desiring to meet with any other District employee, must have the meeting scheduled through the Superintendent's Administrative Assistant to respect the employee's daily schedule.

V. REQUESTS FOR INFORMATION

Trustees may request information necessary to fulfill governance responsibilities.

Requests should:

- Be directed to the Superintendent.
- Be reasonable in scope.
- Consider staff workload and resources.

Information that may benefit all trustees should generally be shared with the entire Board. Directives to the Superintendent or other District employees regarding the preparation of reports shall be by Board Action. All requests by a Board member for compilation of data, other than copies of existing records, shall be referred to the Superintendent for Board approval. The Superintendent will confer with the Board President to place the request on the upcoming agenda for discussion.

VI. COMMUNITY AND PARENT CONCERNS

When contacted by a parent or community member, trustees should:

1. Listen respectfully.
2. Encourage the individual to follow established administrative procedures.
3. Refer concerns to the appropriate administrator.
4. Inform the Superintendent of significant concerns when appropriate.

Trustees should avoid becoming directly involved in administrative matters.

The Board governs; the administration manages.

VII. BOARD MEETING EXPECTATIONS

Trustees shall:

- Review materials before meetings.
- Arrive prepared.
- Participate professionally.
- Focus on governance matters.
- Respect differing viewpoints.

Board discussions shall remain focused on district issues and student outcomes.

Voting:

- Unless otherwise required by law, Board action shall be determined by a majority vote of trustees present at a meeting for which a quorum has been established. A motion receiving a majority vote shall pass. A motion failing to receive a majority vote, including a tie vote, shall fail.

VIII. AGENDA DEVELOPMENT

The Board President and Superintendent will collaborate to develop meeting agendas in a timely manner, allowing trustees sufficient time to review materials before the meeting:

- Legal review.
- Administrative preparation.
- Compliance with the Texas Open Meetings Act.

IX. FUTURE AGENDA ITEMS

The Board recognizes the importance of providing trustees an opportunity to request discussion of topics that may impact district governance, operations, finances, student achievement, or strategic priorities.

To ensure sufficient Board interest and efficient use of administrative resources, the following process shall apply:

- Any three trustees may submit a written request to the Superintendent for a subject to be placed on the agenda. The request shall be accompanied by a summary of the submission.
- The Board President and/or the Superintendent may decide to postpone the item until a future date.
- No item can be placed on the agenda less than ten days in advance of the meeting without the Board President's approval.

- No item can be placed on the agenda less than three workdays in advance of the meeting unless an emergency or public necessity exists.
- If a requested agenda item supported by at least three trustees has not been placed on a Board agenda within sixty (60) calendar days of the original written submission or by the conclusion of the next two regularly scheduled Board meetings following the submission, whichever period is greater, an item titled "Agenda Request" shall be included on the next regular Board meeting agenda. The Board shall determine, by majority vote, whether and when the requested topic will be placed on a future agenda for discussion and/or action.

Following Board President approval, the Superintendent and Board President shall determine:

- The appropriate meeting date;
- Whether supporting documentation or research is needed;
- Whether the item should be presented as discussion, information, or action;
- Any legal review necessary to ensure compliance with applicable law.

The purpose of this process is to ensure that Board meeting time is focused on matters of collective interest to the Board while preserving each trustee's ability to raise issues important to the District and community.

X. CONSENT AGENDA

A consent agenda will be utilized for all regular board meetings to optimize efficiency and ensure the effective use of the Board's time.

- The consent agenda includes items of a routine and/or recurring nature, grouped under one action item.
- The Superintendent, with the Board President's approval, shall determine which items qualify for inclusion in the consent agenda.
- All consent agenda items shall be acted upon by one vote without separate discussion.
- A Board member may request that an item be withdrawn for individual consideration.

XI. CAMPUS VISITS AND WALKTHROUGHS

Board members are encouraged to visit campuses and attend school activities as their time permits, and to show support of school activities.

During visits, trustees shall:

- Notify the principal before visiting a campus in an official capacity.

- Avoid disrupting instruction.
- Observe rather than supervise.
- Respect the role of campus administration.

Trustees shall not:

- Evaluate employees.
- Direct staff.
- Address personnel concerns directly with employees.
- Enter individual teacher's classrooms on campus visits other than when acting as a parent or at an open house.

Questions should be directed through the Superintendent.

It is often difficult for staff members to view Board members as parents rather than as Board members. When visiting a campus or classroom as parents, Board members shall:

- Make it clear that they are acting as parents.
- Follow the same rules and guidelines for all parents regarding campus visits.
- Never request nor accept extraordinary consideration for their friends or family

XII. SOCIAL MEDIA EXPECTATIONS

Trustees should model professionalism and civility in all forms of communication.

Trustees may:

- Celebrate district successes.
- Share factual information.
- Engage positively with the community.

Trustees shall not:

- Discuss confidential matters.
- Criticize students or employees online.
- Misrepresent personal opinions as Board positions.
- Engage in online arguments regarding district matters.

Only authorized individuals may speak on behalf of the Board.

XIII. CONFIDENTIALITY

Trustees shall maintain confidentiality regarding:

- Personnel matters.

- Student matters.
- Attorney-client communications.
- Executive session discussions.
- Any information protected by law.

Confidential information shall not be shared with unauthorized individuals.

XIV. BOARD MEMBER CONDUCT

Trustees shall:

- Act ethically.
- Demonstrate integrity.
- Treat others respectfully.
- Model professionalism.

Trustees shall avoid conduct that could undermine public confidence in the Board or District.

XV. RESOLVING DISAGREEMENTS

Healthy disagreement is expected and encouraged.

When disagreements occur:

1. Address issues respectfully.
2. Focus on facts.
3. Assume positive intent.
4. Seek understanding.

If necessary, the Board President may facilitate discussion.

Once action is taken, trustees agree to support the Board's decision.

XVI. NEW BOARD MEMBER ORIENTATION

The Board and Superintendent are committed to supporting newly elected trustees.

Orientation shall include:

- Governance responsibilities.
- Board policies.
- District finances.
- Academic accountability.
- Strategic priorities.

- Legal responsibilities.
- Texas Open Meetings Act requirements.

New trustees are required to participate in all state-mandated training and encouraged to attend recommended training.

XVII. BOARD PROFESSIONAL DEVELOPMENT

Trustees recognize the importance of continuous learning.

Board members shall participate in:

- Required state training.

Board members are encouraged to participate in:

- Leadership development.
- Governance workshops.

Professional growth strengthens governance effectiveness.

XVIII. LEGISLATIVE ADVOCACY

The Board supports efforts that strengthen public education and benefit Krum ISD and students.

Individual trustees may advocate as private citizens but should clearly distinguish personal opinions from official Board positions.

Only Board-approved positions shall be represented as official district positions.

XIX. BOARD SELF-EVALUATION

Board Self-Evaluation will be conducted in closed session at a time and place determined by the Board. The Board shall periodically assess its effectiveness by reviewing:

- Governance practices.
- Communication.
- Meeting effectiveness.
- Strategic alignment.
- Superintendent-Board relations.
- Conflict Resolution
- Working relationships with the Superintendent
- Conduct at board meetings.
- Long-range planning and goal setting.

- Relationship with the community.

The purpose is continuous improvement rather than criticism.

XX. CITIZEN PARTICIPATION

In an effort to be open and responsive to the community and in compliance with state law, the board shall conduct an open forum for citizen participation at each posted meeting and workshop. Public comments may address items listed on the agenda or other areas of school district operations, but must not include complaints or comments regarding individual students, employees, or District officials unless required by law. Likewise, the complainant shall refrain from naming individuals in his or her complaint.

Board members shall:

- Listen attentively to comments.
- Answer questions during the discussion of that agenda item on topics on the posted agenda.
- Allow the Board President the authority to terminate the remarks of any individual when such individual does not adhere to the established rules.
- Allow the Board President to request assistance from administrative staff or law enforcement officials to have a disruptive person removed from the meeting.

XXI. BOARD WORKSHOPS

The Board will conduct regular workshops designed to provide opportunities for presentation, inquiry, open discussion, and an assessment of the Board's collective perspective.

- The workshop format is intended to allow the Administration to present information to the Board that is:
 - a) Time sensitive and/or discussion intensive;
 - b) Required by law, rule, or policy; and
 - c) Is necessary for the efficient and effective operation of the District.
- Board workshops are not intended to substitute for regular monthly Board meetings, although a quorum of the Board may take action, as necessary.
- The workshops are intended to allow an opportunity for presentation, questions, discussion, and an assessment of the Board's perspective.
- The Board President serves as the Presiding Officer at Board Workshops. However, given the collaborative nature of these sessions, the Superintendent is

authorized to facilitate the presentation, structure, and ordering of items under consideration. In the absence of the President, the Vice-President will preside.

XXII. ELECTION OF OFFICERS

Officers are nominated and elected annually at the first meeting after the May Board election.

- A vacancy in the office of President will be filled automatically by the Vice President, if there is a sitting Vice President, creating a vacancy in the office of Vice President
- In all other instances, the Board will elect an officer to fill any vacancy at the next Board meeting after the vacancy occurs.
- To be elected an officer, a Board member must have served at least one year before being elected to a Board officer position.
- Newly elected Board members as well as outgoing Board members are allowed to sit on the dais at graduation.
- If reorganization of the board is needed, the board will refer to policy BDAA Legal

XXIII. SUPERINTENDENT EVALUATION

The board shall conduct an annual summative evaluation of the Superintendent during the month of January and may include a discussion of the Superintendent's contract.

- The Board will use the approved evaluation instrument for the summative evaluation.
- The Board shall strive to accomplish the following objectives during each summative evaluation:
 - a. Clarify to the Superintendent his or her role, as seen by the Board.
 - b. 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.
 - c. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities
 - d. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - e. Ensure administrative leadership for excellence in the District.

XXIV. ANNUAL REVIEW OF OPERATING PROCEDURES

These procedures shall be reviewed annually.

The Board may amend these procedures when necessary to improve governance practices or address changing district needs.

XXI. COMMITMENT TO KRUM ISD

As Trustees of Krum ISD, we commit to:

- Putting students first.
- Governing with integrity.
- Maintaining public trust.
- Supporting one another's roles.
- Focusing on solutions.
- Respecting differing viewpoints.
- Promoting a positive Team of Eight culture.
- Serving our community with excellence.

We recognize that our actions shape the future of Krum ISD and the opportunities available to the students we serve.

TEAM OF EIGHT COMMITMENT

We commit to working together as one team in service to the students, staff, families, and community of Krum ISD.

We will communicate openly, govern responsibly, support district goals, and conduct ourselves in a manner that reflects the trust placed in us by the community.

Together, we will ensure that Krum ISD remains a district of excellence and a source of pride for all who call our community home.

It is a GREAT day to be a Bobcat.