

WAXAHACHIE ISD

Standard Operating Procedures for the Board of Trustees

Approved July 13, 2026

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2026-2027
WAXAHACHIE INDEPENDENT SCHOOL DISTRICT
SCHOOL BOARD OPERATING PROCEDURES

I. Communications with the Superintendent

- A. Reports, containing routine information, will be in written form from the Superintendent and will be emailed to Board members. Public informational reports will be posted on the website when appropriate.
- B. The Superintendent will meet with the Board President on a routine basis to discuss issues of the district.
- C. Emergencies: Superintendent will call the Board President and will, in turn, inform the rest of the Board.
- D. Information the Superintendent deems that the Board needs to know as soon as possible, the Superintendent will contact the Board President and will, in turn, inform the rest of the Board.
- E. Board members should immediately refer any rumors or information requiring investigation by the District to the Superintendent.
- F. Any communications from the Superintendent to Board members should be handled in a confidential manner. These are not communications prepared for release to the public.
- G. The Board will communicate with its community through regular Board meetings, regular publications, public hearings, and other methods as needed.
- H. Individual Board members shall not speak in an official capacity outside the Board room.
- I. The Board President is the primary communication link between the Board and Superintendent. However, any Board member is authorized to speak directly with the Superintendent as needed.

II. Meetings

- A. Agenda – Placing items on the agenda
 - i. Agendas are created by the administration and approved by the President of the Board of Trustees
 - ii. Any member of the Board of Trustees, with the concurrence of one other member, may request that a subject be included on the agenda for one meeting. That request shall be forwarded to the Superintendent or President of the Board.
 - iii. The Superintendent shall include the agenda requested items that Trustees have submitted timely.
 - iv. In accordance with the Texas Open Meetings Act, no item can be placed on the agenda less than 3 full business days in advance of the meeting date, except in an emergency as defined by the Texas Open Meetings Act.
- B. The Board President is primarily responsible for the conduct of any Board meeting. The Vice President shall fulfill this responsibility in the President's absence.

- C. Location - Board meetings must be held within the boundaries of the district except as otherwise required by law or to hold a joint meeting with another district.
- E. Quorum - Four Board members constitute a quorum for meetings of the Board.
- F. Closed Meetings/Executive Sessions - When closed meetings are allowed, the Board shall first convene with a quorum in open session, then move into the closed session. Following the closed session, if any action is to be taken, it must be taken in public after reconvening the open session. The Board can discuss only those items listed on the agenda as limited by law.

Information discussed during closed sessions *must* remain confidential. Legitimate reasons for closed sessions are as follows:

- i. Attorney consultation
- ii. Discussion of real property acquisitions
- iii. Prospective gifts or donations to district
- iv. Personnel matters
- v. Student discipline
- vi. Employee-Employee complaints
- vii. School Security
- viii. Assessment instruments
- ix. Economic Development Negotiations
- x. Personally Identifiable Student Information
- xi. Emergency Management

Board members are reminded that only those discussion items allowed by State law may be discussed in closed session.

- G. Special called meetings will be coordinated between the Superintendent and Board President.
- H. Regularly scheduled monthly meetings shall occur on the second Monday of each month at 5:00 p.m., of every month, and are held in the WISD Administration Board Room. Meetings dates and times are subject to change.
- I. An Open Forum for public comment is provided at the beginning of each Board meeting. See Waxahachie ISD Board Policy for specifics. Board members should refrain from direct discussion with any person making comments during this time.
 - i. Public Participation - At Regular Board meetings, audience participation will be permitted on any topic, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, audience participation shall be limited to items on the agenda posted with notice of the meeting. Audience participation at a Board meeting is limited to the 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 recognized by the presiding officer. At the Open Forum time on the agenda, members of the audience may address the Board for no more than five minutes. The Board will not entertain comments on individual personnel or on individual students in public session.

- ii. Board Response - 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.
 - iii. A patron must sign up on the form provided for that purpose at least fifteen minutes prior to the beginning of the meeting or via the district online portal at www.wisd.org at least 24 hours prior to the beginning of the meeting. The topic described on the form shall be complete and in sufficient detail as to determine the appropriateness of the topic prior to addressing the Board.
- J. To put our meetings in perspective, our meetings are not “public meetings,” but rather a Board meeting “held in public.”
- K. Robert’s Rules of Order for small meetings are utilized.
 - i. Discussion of Motions - All discussions 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.
 - ii. Recognize Non-Board Member - The Board President shall recognize a non-Board member prior to that person giving his/her comments.
- L. Types of Meetings:
 - i. Regular - Held the second Monday of each month at 5:00 p.m. Meetings dates and times are subject to change. Three calendar days public notice prior to the meeting date is required.
 - ii. Special - Held at the Board President’s discretion or on request of two or more Board members. Three calendar days public notice prior to the meeting date is required.
 - iii. Emergency - Held when the Board President or two or more members determine an emergency or urgent public necessity exists. Two-hour public notice is required.
- M. The Board President will vote on all agenda items for which action is required. In the event of a tie vote, the motion is defeated.

III. Board Policies

- A. The Texas Association of School Boards (TASB) policy service is the current entity which produces both original and updates for our Policy Manual, based on input from the Board.
- B. A periodic review of all policies is necessary to ensure that current District practices are in concert with the Policies that are in place, as well as to identify local Board policies which are in need of update. The Superintendent and Board President work together to ensure this is completed.

IV. Board Training

- A. New Board Members – New Board members are encouraged to complete TASB’s curriculum for new Board members entitled “TASB ISD.” This will ensure that a new

Board member receives the training that is important for his/her first year as a Board member. Information is available from TASB on this program.

- B. New Board members should make contact with the Superintendent after they are sworn in, and coordinate the completion of the initial 3 hours of Board member orientation.
- C. New Board members shall complete a District orientation with the Superintendent and a Board orientation with the Board President during their first month of their term.
- D. Typically, all annual Board member training requirements can be completed at annual conventions. However, there are Board training sessions that are scheduled throughout the year at various convenient locations.

V. Governance

- A. All Board members will work through the Superintendent on any matters pertaining to the execution of Board policy or other District matters. The Superintendent is the one who is tasked with the execution of Board policy and must be given the opportunity to do so.
- B. Each Board member must understand their role. The Board member is elected as a “Board member,” not a Representative, and as such is tasked with making decisions that are in the best interest of the District.
- C. Any complaints received by Board members should be referred to the Superintendent for disposition. There is a Board policy in place which outlines the procedures for filing a grievance and those procedures should be followed. If at all possible, the individual with a complaint should be asked to confer with the appropriate teacher or campus administrator first. Complaints should be resolved at the lowest administrative level. Three policies provide the process to handle complaints:
 - i. Employee complaints/grievances - DGBA
 - ii. Student and parent complaints - FNG
 - iii. Public complaints - GF

All three policies rely on the “Principal-Superintendent-Board” chain of command and resolution. A formal procedure is used in which written complaints are filed first with the Principal. A presentation before the Board is the final step in the complaint process. Occasionally complaints are inadvertently brought first before the Board during the open forum portion of a regular Board meeting. The Board is under no obligation to hear such complaints before administrative remedies have been pursued. The Board President should direct the person to the appropriate complaint process. Complaints are heard in Board meetings as scheduled agenda items, which will allow the Board to take action on the complaint during the same meeting. The lack of a response by the Board upholds the administrative decision at Level Two. Announcing the decision in the complainant’s presence constitutes communication of the decision.

- D. Board members shall request information and/or reports through the Board President or Superintendent. If the Board President or Superintendent questions the request, the request goes to the full Board for a majority vote. Members may also request information by Board action or by the request of an individual member made in a Board meeting after discussion by the Board as a whole. The Superintendent, as requested or as directed by the Board

President, will gather the information and/or report and disseminate it in a timely manner to the entire Board.

- E. A Board member should never involve themselves in a situation where they are deemed to be “trying to run the campus.” Board members shall not go unannounced into any individual building or teacher’s classroom for the purpose of evaluation. Upon arrival at the campus, Board members must check in at the Principal’s office. Remember, an individual Board member has no authority, unless the Board as a whole grants that authority.

VI. Evaluation of the Superintendent

- A. The summative evaluation will be conducted at least once annually or at more frequent intervals at the discretion of the Board.
- B. The Board President obtains input from all other members on approved indicators.
- C. The Superintendent’s evaluation is conducted by consensus in executive session.
- D. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

VII. Evaluation of the Board (BG LEGAL & LOCAL)

- A. The status of the Board/Superintendent team will be assessed annually.
- B. The Board may at any time conduct a self-evaluation in closed session when necessary to discuss board and/or board-superintendent relations.
- C. The evaluation may be conducted in executive session if individual Board members or staff will be discussed.
 - i. Are we following the Standard Operating Procedures for the Board of Trustees?
 - ii. Is the Team of Eight functioning properly?
 - iii. Are the goals effective?
- D. This will take place each year.
- E. The Standard Operating Procedures for the Board of Trustees will be fully reviewed in new Board member orientation.

VIII. Election of Board Officers

- A. Election of Board officers is held in May each year following the regular Board member election held on the first Saturday in May.
- B. The current Board President shall declare all offices open for nominations.
- C. The offices of Board President, Vice President and Secretary are elected in that order.

IX.. Role and Authority of Board Member and/or Board Officers

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. The Board President shall:

- i. preside at all Board meetings
 - ii. appoint committees
 - iii. call special meetings
 - iv. sign all legal documents required by law or Board policy
- D. The Board Vice President shall act in the capacity of Board President in his/her absence.
- E. The Board Secretary shall:
 - i. call meeting to order and conduct election for President pro-tem in absence of the Board President and Board Vice President.
 - ii. sign notices of Board meetings, official minutes, and other documents as required.

X. Media Inquiries to the Board

- A. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
- B. All Board Members who receive calls from the media/press should direct them to the Board's spokesperson and notify the Board President and the Superintendent of the call.

XI. Anonymous Phone Call/Letters

- A. The WISD Board of Trustees encourages community input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not be referred to the administration.

XII. Maintenance and Review of the WISD Standard Operating Procedures for the Board of Trustees

- A. This document constitutes the procedures and practices by which the WISD School Board conducts the business of the Board. In addition, all legal and local policies contained in the District's Policy Manual shall be adhered to. Should a conflict arise between this document and any policy contained in the District's Policy Manual, the District's Policy Manual shall prevail.
- B. The WISD Standard Operating Procedures for the Board of Trustees should always reflect current Board practices. As such, a periodic review should be conducted in a regularly scheduled meeting of the Board.
- C. Any necessary changes or additions should be made and copies distributed to all Board members and the Superintendent.
- D. The Standard Operating Procedures for the Board of Trustees on the WISD Website will be updated with any revisions and that document will always be considered the current document.

XIII. Complaints/Conflicts between Board Members

- A. Board members will first address complaints or issues with another Board member directly with the board member in question.
- B. If a resolution cannot be agreed upon, the Board President will mediate.
- C. Complaints or issues with the Board President will be handled by the Board Vice President.
- D. Discussion regarding issues, complaints, or conflicts between board members will be discussed in the executive session of an appropriately called and posted meeting of the Trustees.
- E. The Board of Trustees can take action to censure a Trustee who acts outside of his or her official capacity, violates the standard operating agreement, violates the WISD Trustee Code of Conduct, or engages in any other conduct that might be detrimental to the school district.

XIV. Contacting the District Attorney Firm

All Trustees agree that any contact to the school district attorney will be made through the Board President, unless specifically voted on by the Board, and the information or legal clarification does not necessarily have to be reported to the entire Board.

XV. Building Plaque Guidelines

Large, metal plaques will be attached to the wall near the front entrance to all new WISD facilities so as to commemorate the completion of the facility and to recognize those who worked on the project. Sitting Board members who sat on the Board from the time that the bond issue was placed before the voters through the time of the building's completion will be listed as well as a former Superintendent in the event there was a change in leadership during the process.

XVI. Trustee Calendar – Subject to Change

Month	Regular Meeting	Special Meeting/Event
July	Student & Employee Handbooks Special Education Department Update Review/Approve: List of Certified Appraisers for 2026-2027 Review/Approve: Student Code of Conduct Review/Approve: Extracurricular Student Code of Conduct Review/Approve: Cafeteria Meal Charge Policy Review/Approve: Dual Credit MOUs Review/Approve: Teacher Certification Program MOUs Review/Approve: Posting of Proposed M&O and I&S Tax Rates	Set Date, Time, and Location for Public Hearing to Discuss Proposed Budget and Proposed Tax Rate
August	Final Budget Amendments 2025-2026 Adoption of Proposed Budget and Tax Rate 2026-2027 Review/Approve: Campus & District Improvement Plans Review/Approve: 2026-2027 Campus SSSP Teams Review/Approve: District Compensation Plan Review/Approve: Property and Casualty Insurance Review/Approve: Progress Report and Report Card Dates and UIL Academic Eligibility Grade Check Date Review/Approve: Workers Compensation Insurance Review/Approve: Hazardous Bus Routes	Budget Workshop #3 – 2026-2027 Budget Public Hearing on Proposed Budget and Proposed Tax Rate – Special Meeting 8-31-2026 BOY Events Review/Approve: SHAC Member Changes as Needed Review/Approve: Innovative Courses as Needed
September	Accountability Rating Update Review/Approve: Investment Report Review/Approve: Agreement for Purchase of Attendance Credits – Netting Chapter 48 Funding Review/Approve: Non-Business Days - Calendar Years 2027 & 2028	Nominate Representative to Ellis CAD Board – Two Year Appointment (2027, 2029, 2031)
October	Public Hearing on FIRST Rating Bilingual/ESL Yearly Report Bilingual Exception Waiver Superintendent Appraisal – Six Month Review	Team of 8 Board Training & Board Self-Evaluation WISD District of Innovation Plan Renewal (2027)
November		
December	Texas Academic Performance Report (TAPR) – PH Review/Approve: Financial Audit Report	Review/Approve: MOU with Texas Commission on Law Enforcement (2027, 2029, 2031)
January	Review/Approve: 2027-2028 School Calendar Review/Approve: Multi Region Purchasing Cooperative 27-28 Review/Approve: Budget Planning Calendar	School Board Recognition Month
February	Call Board of Trustees Election Approve District Facilities as Election Polling Locations Review/Approve: Administrator Contracts	Student Recognitions Called Meeting
March	Staff Survey Results TIA Validation Results Report Review/Approve: Joint Election Agreement and Election Services Contract with Ellis County Review/Approve: Certification of Provision of Instructional Materials for 2027-2028 Review/Approve: Curriculum Orders	Board Candidate Orientation TASB Spring Workshops Budget Workshop #1 – 2027-2028 Budget
April	Mentors Care Program Update Annual Board Members' Continuing Education Hours Report Teacher Contract Renewals Review/Approve: Superintendent Appraisal and Contract Review/Approve: MOU with Region 10 – Reading Academics Review/Approve: Curriculum Orders	TxSSC Safety Audit – Every 3rd Year (2028-2029, 2031-2032, 2034-2035)
May	Canvass Election Results Swear-In New Board Members School Board Officer Reorganization Elect Delegate for TASB Delegate Assembly Annual Investment Policy	School Board Election EOY Awards/Gala/Graduations Depository Contract Renewal (2027, 2029, 2031) Student Recognitions Called Meeting
June	Federal Grant Programs – Intent to Apply Review/Approve: 2027-2028 Staff Development Waiver Review/Approve: Annual Investment Policy Review/Approve: 4-H Extracurricular Sanctioned Activities & Adjunct Professors Review/Approve: MOU with Ellis County Juvenile Board Review/Approve: E-Rate Contracts	Review Board Operating Guidelines and Calendar New Board Member Orientation Summer Leadership Institute Budget Workshop #2 – 2027-2028 Budget

XVII. 2026-2027 Trustee Committee Assignments – **Subject to Change**

Dusty Autrey

School Naming Committee

Library Committee

City Planning

CTE

Crisis Management Committee

WISD Representative on City Economic Development Commission

Kim Kriegel

Partners in Education (PIE)

Girls Athletics

Crisis Management Committee

Special Services Advisory

Gary Fox

Bond Oversight Committee

School Health Advisory (SHAC)

Special Services Advisory

Adrian Cooper

Crisis Management Committee

Construction Contractor Selection Committee

School Naming Committee

Boys Athletics

Ryan Pitts

District Education Improvement Council (DEIC)

Construction Contractor Selection Committee

Communications

Library Committee

Clay Schoolfield

Construction Contractor Selection Committee

Boy's Athletics

City Planning

Debbie Timmermann

Bond Oversight Committee

School Naming Committee

Library Committee

School Health Advisory (SHAC)

Education Foundation

XVIII. Board Member Covenant

As a member of the Board, I shall promote the best interests of the District as a whole and I will observe the highest possible ethical standards. I will accord others the respect I wish for myself and share my view while working for consensus. I will be fair, just, and impartial in all my decisions and actions and will respect the majority decision as the decision of the Board. I will be accountable to the public by representing District policies, programs, priorities, and progress accurately, and I will work to ensure prudent and accountable use of District resources.

I also pledge to follow the adopted Board Operating Agreement to the best of my ability. I understand that it is the duty of any member of the Team of Eight that feels the Agreement has been breached by any member to bring it to that member's attention for discussion and correction.

XVIV. Ethics for School Board Members

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

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

Honor in Conduct

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

Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law 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 has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-Centered Focus

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