



Liberty Hill ISD Board Operating Procedures 2026-2027

Adopted on August, 17, 2026

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Preface

For a school district to achieve unified and progressive leadership, the board and superintendent must share a mutual understanding and respect for their respective roles and responsibilities. At Liberty Hill ISD, the superintendent and the board of trustees function as a “Team of Eight.” The school board serves as the body corporate of the district and is responsible for policy making. The superintendent provides leadership and manages the district within the framework of the board’s adopted policies.

Note: This document is intended to assist Board trustees in carrying out their duties. It is not enforceable by third parties. In the event of an apparent conflict between this document and Board policy, Board policy prevails. If a matter is not addressed in Board policy or the Board Operating Procedures, it will be determined at the discretion of the Board.

Our Vision Statement

Building Champions in Academics, Character, and Community.

Our Mission Statement

The mission of Liberty Hill ISD is to build future-ready graduates empowered to be the best version of themselves.

Governance

Each Board member must understand their role. The Board member is elected as a “Trustee,” not a Representative, and as such is tasked with making decisions that are in the best interest of the children of the District.

Duties of the Board: <i>Govern</i> the district (with the recommendation of the superintendent)	Duties of the Superintendent <i>Manage</i> the district (within the framework of policies and goals adopted by the board)
The purpose of placing governance in the hands of the board and management in the hands of the superintendent is to ensure the community retains authority over the basic direction and values embodied in the operation of the district while also making sure implementation is carried out by a trained professional with a wide range of experience. It also ensures that the board has the recommendation of someone well-versed in the immense complexity of school district operations.	
To govern effectively, the board should never take action on an item without first hearing the recommendation from the superintendent (with exception of action affecting his/her own employment). The board is never obligated to accept the superintendent’s recommendation, but frequent denial of recommendations signals that the board and superintendent need to review goals and procedures to make sure no misunderstandings or failures in communications have occurred.	The superintendent functions as the educational leader and chief executive officer of the district and is, throughout his exercise of responsibilities, accountable to the board of trustees. The education and administrative leadership responsibilities of the superintendent are complementary and interdependent with the public leadership, governance, and policymaking responsibilities of the board.
Individual board members must refrain from confusing their role with the role of the superintendent and trying to become involved in the day-to-day operations of the schools.	To avoid confusion and provide harmonious and progressive direction for the district, both superintendent and board must strive to keep the distinctions between their respective leadership roles clearly in mind.
The five most essential tasks, or roles, of the board are: • Adopt goals for the district and monitor success in achieving them. • Adopt policies that govern the district and review these policies for effectiveness. • Hire a superintendent to manage the district; evaluate the superintendent’s effectiveness. • Adopt an annual budget for the district and set a tax rate appropriate to fund it. • Employ and terminate personnel at the recommendation of the superintendent.	The five most essential tasks, or roles of the superintendent are: • Accepts administrative responsibility and leadership for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the district. • Accepts authority and responsibility for the assignment and evaluation of personnel and makes recommendations for employment and termination of employees. • Prepares and submits to the board a proposed budget. • Recommends policies to be adopted by the board and develops administrative regulations to implement those policies. • Provide leadership for the attainment of student performance.

Preface

Texas School Board Trustee Code of Ethics

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 or my responsibilities.

Honor in conduct

I will tell the truth.

I will share my views while working for consensus.

I will respect the majority decision as the decision of the Board.

I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of character

I will refuse to surrender 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.

Work of the Board

Board Meetings and Board Trustee Conduct

- The Board shall conduct meetings guided by the parliamentary procedures in the most current edition of Robert's Rules of Order for Small Boards.
- The Board president serves as the presiding officer at Board meetings
- Anytime four (4) or more Board trustees are gathered to discuss school district business, it is considered a meeting. Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
- Board trustees are expected to attend and participate in duly called meetings. Trustees should come to the board meetings prepared to discuss and act on all items on the agenda, as appropriate.

When an agenda item is presented, a discussion shall be held, and a decision reached through voting in accordance with prescribed procedures. Whenever possible, the Board should work toward a consensus model of decision-making.

- Once a decision has been made; all trustees should support the vote of the body corporate. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board and are binding upon each member.
- Trustees are encouraged to state the reason why they are abstaining or voting "no" on an item.

Board Meeting Preparation

- Each trustee comes prepared to contribute thoughtfully and effectively by completing the following prior to every board meeting:
 - Study the material in the Board packet sent to them prior to the meeting.
 - Trustees shall submit any questions regarding the agenda through the superintendent, ensuring they specify the relevant agenda item. Board trustees are encouraged to communicate with the superintendent their questions, ensuring that all board trustees have access to valuable information that may be beneficial to the entire team. Responses to inquiries from trustees will be distributed to all of the Board.

Work of the Board

Placing Items on Agenda

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. The Superintendent will discuss with the board's president the week before the regular board meeting.

Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member. The deadline for submitting items for inclusion on the agenda is the 10th calendar day before regular meetings and the 10th calendar day before special meetings.

An annual agenda content calendar will be maintained by the Superintendent's office and will be presented to the Board.

Ref Policy BE Local

Information

- Information will be provided to each Board trustee via electronic or hard copy. Trustees will submit any questions regarding the agenda through the superintendent, making sure to specify the relevant agenda item. Responses will be shared with the board.
- Trustees will attempt to have all questions regarding agenda items submitted to the Superintendent 1 business day prior to the meeting. The Superintendent will make every attempt to communicate the answers to the questions to Board members by the Board meeting with a copy of the questions and answers included in the dais folders.

Work of the Board

Consent Agenda

The consent agenda includes items of routine and/or recurring nature, grouped together under one action item. The consent agenda shall be limited to:

- routine personnel
- minutes
- budget amendments
- routine contracts/agreements
- routine procurements
- acceptance of gifts
- acceptance of grants
- other items agreed to by the Board

Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents. All consent agenda items may be acted upon by one vote without separate discussion. A trustee may request that an item be withdrawn for individual consideration.

Work of the Board

Closed Meeting

The Board may meet in closed meeting as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Sub chapters D and E. Before any closed meeting is convened, the presiding officer will announce publicly, as appropriate, that matters before the Board exist that necessitate convening into closed session to serve and protect the interests of the District. Any action resulting from duly posted closed meeting items shall be conducted in open session. The presiding officer will also announce the specific sections of the Texas Government Code under which the Board will be having a closed meeting. The posted agenda shall identify the section or sections of the Act authorizing the closed meeting and the general topics or subjects to be discussed. The presiding officer of the Board shall publicly identify such section or sections and such topics and subjects. Topics that can be discussed in a closed meeting include the following:

- Attorney Consultation Gov't Code 551.071
- Real Property Gov't Code 551.072
- Prospective Gift Gov't Code 551.073
- Personnel Matters. Gov't Code 551.074
- Employee-Employee Complaints Gov't Code 551.082
- Student Discipline Gov't Code 551.082
- Personally Identifiable Student Information Gov't Code 551.0821
- Medical or Psychiatric Records Gov't Code 551.0785
- Security-Personnel, infrastructure and devices Gov't Code 551.076, Government Code 2059.055(b); Gov't Code 551.089 Education Code 39.030(a)
- Emergency Management Government Code 418.175–418.182, Gov't Code 418.183(f)
- Economic Development Gov't Code 551.087

The Board president and Superintendent may invite others to participate in closed sessions related to agenda items, as deemed appropriate.

Board Meeting Agenda

Closed Meeting

As with open meetings, records must be kept of closed meetings. The school board must make a “certified agenda” unless the closed meeting was for the purpose of consulting with an attorney. Participating in a closed meeting knowing that a certified agenda is not being made, constitutes a Class C Misdemeanor. The certified agenda must be filed for two years after the meeting. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. *Gov’t Code 551.104(b), (c)*

Role of Board in Closed Meeting

The board can *only* discuss those items listed on the closed meeting agenda and as limited by law. It *may not* discuss other issues. Discussing other district business in closed session is a violation of Texas law. Discussions during the closed meeting must remain confidential. The point of closed meeting is to protect rights and interests.

No action of any kind may be taken in a closed meeting. If the item before the board calls for action, the board must first return to open session before a vote is taken.

Work of the Board

How to Request Information

An individual trustee, 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 public in accordance with the Public Information Chapter of the Government Code. If a trustee 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. Individual trustees shall not have access to confidential student records unless there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).

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. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action. Board member inquiries should be submitted through the Superintendent.

Work of the Board

How to Visit Campuses as a Board Trustee

Trustees are encouraged to attend school events as their time permits, and to show support for school activities. Board members are not to go into teachers' classrooms or campuses for the purpose to assess, evaluate, investigate or make recommendations on the delivery of education.

Board members must notify the Superintendent or designee prior to visiting a campus in an official capacity.

Ref Policies GKA LEGAL, BBF LOCAL, and BBFA LEGAL

Orientation of New Board Trustees

The Board president may meet with each newly elected or appointed Board trustee prior to their first board meeting to review the Board agenda.

The Superintendent and Board president will meet with each newly elected or appointed trustee as soon as possible after they join the Board. During this meeting, they will review the onboarding process, which has been developed to include, but is not limited to, the topics below:

- Board Operating Procedures and Board Policies.
- Superintendent's overview of district administrative organization.
- Training to access district electronic communications.
- District budget overview.
- Board annual calendar and briefing of upcoming events.
- Expense reimbursement procedures.
- Media and communications training.
- Framework for School Board Development from SBOE.

The Board president may assign a new trustee an existing member who will serve as a mentor.

Work of the Board

Board Development

Trustees are required to attend training set forth in Policy BBD. In addition to the orientation and team-building training, a trustee shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership.

The Board will annually review its Board Operating Procedures and Board Ethics Policy BBF (LOCAL). The Board will annually conduct a self-evaluation.

See Appendix

Work of the Board

Board Officers

After each election, the board reorganizes and shall annually elect a President, a Vice President, and a Secretary who shall be members of the Board. No Trustee shall hold office without one year minimum current Board experience. Board Reorganization must occur after the swearing in of trustees.

Role and Authority of Board

No board member or officer has authority outside the board meeting and no board member can direct employees in regard to performance of duties.

The board president shall:

- Preside at all board meetings
- Appoint committees (BDB Legal/Local)
- Call special meetings
- Sign all legal documents required by law
- Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.
- Complete continuing education related to leadership duties of a board president as some portion of the annual requirement. *19 TAC 61.1(b)(5)*
- Create certified agenda

The vice-president shall:

- Act in capacity of president in the absence of the president

The secretary shall:

- Call meetings and act in the capacity of the president, in the absence of the president and vice-president
- Countersign all warrants

Board Relationships

Public Participation at Board Meetings

The Board shall provide for public comment at each meeting, including all regular and special meetings. Prior to the beginning of public comments, the presiding officer will announce the rules for public participation. A speaker must sign up on the appropriate form prior to the public participation portion of the agenda. At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, public comment shall be limited to items on the agenda. Speakers shall be discouraged from using the names of specific individuals in their public comments.

The Board designates the president as its spokesperson if a response to the speaker is required. The president will limit responses to those allowed by law:

- Statements of fact
- References to Board policy

The presiding officer shall determine the time limitation for each speaker, based on the number of individuals signed up to speak in the public forum at the entrance prior to reconvening in open session. The time allotted to each speaker shall not exceed three minutes. Groups of five or more people wishing to speak on a single subject will be encouraged to appoint a spokesperson to express the views of the group. A speaker may not defer his/her allotted time to another speaker.

The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting.

Board Relationships

Communication with Team

The Superintendent meets with the board president on a routine basis and communicates with all board members. The Superintendent and/or Superintendent's office will continue to communicate with trustees as information becomes available on the following:

- District events
- Progress reports on Board goals and directives
- Follow-up reports in answer to trustee's questions
- Updates on administrative matters or district operations

The Superintendent will communicate requested information to all Board trustees in as timely a manner as possible without interfering with the regular conduct of district business. The Superintendent is the liaison between the Board and district staff. The only employee the Board is responsible for directing is the Superintendent. The Superintendent will direct the activities of all district staff.

Board trustees are encouraged to set up meetings with the Superintendent to update, discuss or receive clarification on any district-wide or campus topics. Trustees may communicate with other individual trustees for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act. Board trustees shall never meet, talk, text or e-mail in a group large enough to constitute an official meeting, typically four (4) or more (in connection with board business) unless notice has been posted.

The superintendent meets with the board president on a routine basis and communicates with all board members regularly. The board will communicate with the community through public hearings, regular board meetings, and regular publications. Individual board members cannot speak in an official capacity outside the board room. Input through emails and letters are encouraged by the board. While anonymous communications are discouraged, these communications will be reviewed.

Board Relationships

Communication with Media

The Board president or, in his or her absence, the vice president or the designee will serve as the board spokesperson to the media on issues regarding board actions.

The Superintendent or designee shall be the official district spokesperson to the media on district issues. A Board trustee receiving a call from the media requesting information, comments, or an interview will inform the media representative that the Superintendent is the Board's designated contact for official information about district business and that the Board president is the Board's designated contact for official positions on the Board's actions or decisions as a body.

Trustees who do speak with media representatives will clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the Board of Trustees. When speaking as an individual, the trustee may remind media representatives of the official position or action already taken on the issue by the Board and refer them to the Board's designated spokesperson for further information about those actions.

Communication with Vendors

If an individual Board trustee is contacted by a vendor regarding business matters with the district, they should refer the vendor to the Superintendent's Office for an administrative response. Trustees should refrain from discussing district business with vendors, as they are not authorized to make individual purchasing decisions.

Board Relationships

Communication with Community

Board Trustees are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, trustees should:

- Relay information about district goals and objectives.
- Clarify a trustee's limitations, obligations, and responsibilities as a trustee of the Board.
- Support Board decisions.
- Interact in a positive manner.
- Listen politely and respectfully to comments.
- Make no commitment on behalf of the Board or District.
- Avoid criticizing district personnel.
- Refer questions about specific district activities to the appropriate staff person who can best answer the questions.

A trustee retains the right to respond as an individual but must understand that such communication may be interpreted by the reader as being an "official" statement of the Board.

The trustee should:

- Clarify that he/she is responding as an individual and not for the Board.
- Remind the reader of any position or action the Board has officially taken on the subject.

Trustees will not respond to anonymous e-mails unless the communication pertains to criminal, health, or safety issues. Any such e-mails will be forwarded to the Superintendent. If a trustee receives an e-mail that they perceive to be of a threatening nature they will forward the e-mail to the Superintendent.

Board Relationships

Social Media

Trustees may use social media to engage with the community while maintaining the integrity of the Board and complying with applicable law. When communicating about District business, Trustees shall:

- Clearly state they are speaking as an individual Trustee, not as an official spokesperson for the District.
 - “The views and opinions expressed on this page are solely my own and do not reflect those of Liberty Hill ISD.”
- Avoid deliberating District business with a quorum of the Board through social media or other electronic communications.
- Avoid commenting on matters that are pending or may come before the Board in a way that suggests a predetermined position.
- Not use polls, surveys, or online comments to determine or influence Board decisions.
- Share only information that has been publicly released by the District or discussed during the open portion of a Board meeting.
- Conduct themselves professionally, avoid spreading rumors or unverified information, and never post anonymously about District business.
- Comply with applicable laws regarding public records, open meetings, and the use of District technology and confidential information.
- Refer to TASB social media guidelines for school board members for guidance and recommendations on social media best practices.

Board Relationships

How to Respond to Complaints

Employees, students, parents, or other members of the public who bring concerns or complaints to an individual trustee for the purpose of seeking remedy or perspective shall receive guidance.

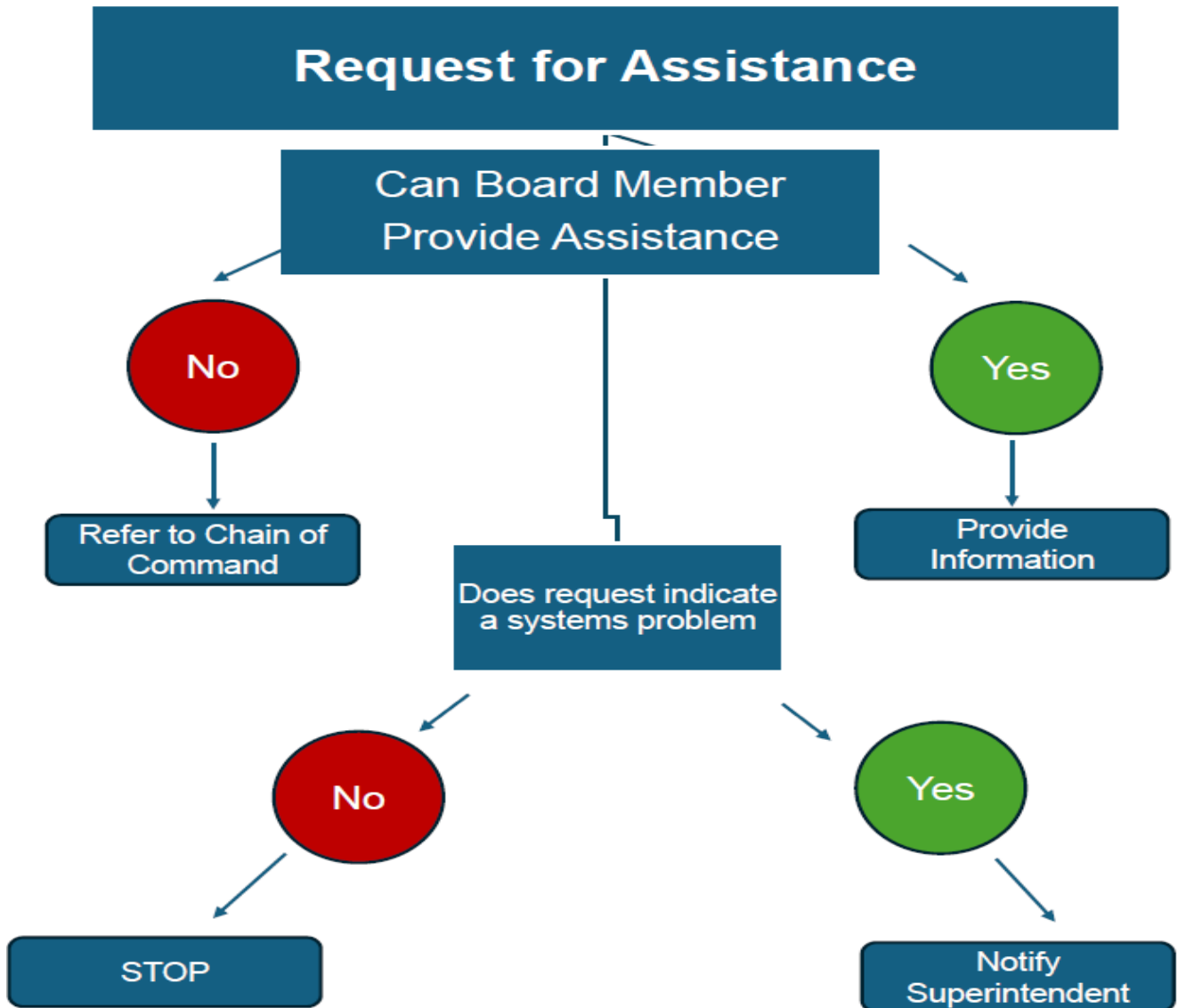
Trustees will:

- Listen briefly and respectfully. Remind the complainant of the Board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the Board on appeal.
- Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue.
- Complainants who desire some action to be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in the policy are necessary to protect everyone's rights while following an orderly process.
- Ask if the complainant has followed the "Chain of Command" outlined in district policy.
- Trustees will inform the Superintendent of complaints from staff and the community but will not direct the Superintendent to take specific actions.
- All Board members should always 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.

Board Relationships

How to Respond to Complaints

Responding to Complaints (DGBA, FNG, FOD and GF LEGAL/LOCAL)



Board Relationships

Superintendent Evaluation

The Superintendent evaluation instrument will be updated and approved annually in conjunction with the adoption of the Board and Superintendent goals. Quarterly formative evaluations may be conducted annually in closed meeting. A summative evaluation will be conducted in a closed meeting annually in July. This closed meeting shall be on a date separate from the regular monthly Board meeting. This agenda item shall include a discussion of the Superintendent's contract and compensation. The Board will use the approved evaluation instrument for the summative evaluation. A copy of the evaluation document will be completed in advance by each trustee and brought with the trustee to a special closed session meeting. After coming to a consensus on each evaluated item, the Board shall prepare a single composite Summative Evaluation Document to be given to the Superintendent for discussion during that closed meeting. The Board shall strive to accomplish the following objectives during each evaluation:

- Develop and sustain a harmonious working relationship between the Board and the Superintendent
- Ensure administrative leadership for excellence in the District.
- Formulate Board consensus about the Superintendent's performance and the District's progress toward achieving its goals and objectives.

Appendix

New Board Member Training Requirements Checklist *(First year of service)*

First 90 days

- ☐ **Open Meetings Act (OMA)**
 - 1–2 hours
 - Available through TASB's Online Learning Center and the Attorney General's Office.
- ☐ **Public Information Act (PIA)**
 - 1–2 hours
 - PIA training may be delegated by district policy. Refer to BBD(Local).

Within first year

- ☐ **Team Building**
 - 3 hours
 - Available through TASB or other registered providers.
- ☐ **Cybersecurity**
 - 1 hour or more depending on the course.
 - See the Texas Department of Information Resources for providers.
- ☐ **Additional Continuing Education**
 - 10 hours
 - Available through TASB: Additional education based on Framework for School Board Development is available through TASB's Online Learning Center, conferences, events, and continuing education programs. Also available through other registered providers.
- ☐ **Artificial Intelligence**
 - As certified by the Texas Department of Information Resources
 - Department of Information Resources approved course

First 120 days

- ☐ **Evaluating and Improving Student Outcomes (EISO)**
 - 3 hours
 - Available through TASB or other registered providers.
- ☐ **Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention)**
 - 1 hour
 - Available through TASB's Online Learning Center or other registered providers.
- ☐ **Local District Orientation**
 - 3 hours
 - Provided by your school district.
- ☐ **Orientation to the Texas Education Code**
 - 3 hours
 - Provided through your local Education Service Center (ESC).
- ☐ **School Safety**
 - 2 hours
 - Provided through TEA Learn.

Parental Rights

- 5 hours
- Provided through TEA Learn.

Appendix

Experienced Board Member Training Requirements Checklist *(More than one year of service)*

Note: Required hours will vary year to year depending on how the Post-Legislative Update, Child Abuse Prevention, and Evaluation and Improving Student Outcomes (EISO) hours fall for an individual trustee.

Annual

- ☐ **Team Building**
 - 3 hours
 - Available through TASB or other registered providers.
- ☐ **Cybersecurity**
 - 1 hour or more depending on the course.
 - See the Texas Department of Information Resources for providers.
- ☐ **Additional Continuing Education**
 - 5 hours
(Up to 1 hour using self-instructional materials.)
 - Available through TASB: Additional education based on Framework for School Board Development is available through TASB's Online Learning Center, conferences, events, and continuing education programs. Also available through other registered providers.
- ☐ **Artificial Intelligence**
 - As certified by the Texas Department of Information Resources
 - Department of Information Resources approved course

Biennial *(Every other year)*

- ☐ **Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention)**
 - 1 hour
 - Available through TASB's Online Learning Center or other registered providers.
 - ☐ **Update to the Texas Education Code: Post-Legislative Update**
 - Sufficient length, about 1–2 hours after each legislative session
 - Available through TASB or other registered providers.
 - ☐ **Evaluation and Improving Student Outcomes (EISO)**
 - 3 hours (By the second anniversary of completion of previous training)
 - Available through TASB or other authorized providers.
 - ☐ **School Safety**
 - 2 hours
 - Provided through TEA Learn.
- Parental Rights**
- 3 hours
 - Provided through TEA Learn.