WHITE SETTLEMENT
INDEPENDENT SCHOOL DISTRICT

Board Operating Procedures

Final Report

White Settlement ISD

Adopted December 2008/Revised 2012/Revised 2020/
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How to: Request Information About Meeting Agenda Items

1) Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.

2) Any questions about agenda items or requests for additional information about them will be directed to the superintendent.

3) Requests for information or questions about any agenda item will be made at least two hours prior to the scheduled meeting.

4) If a written report is provided in response to the request, all board members will receive a copy of both the request and report prior to the opening of the meeting.

5) Board members may discuss the provided information or ask additional questions about the agenda item in the meeting.

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How to: Communicate with Team Members Between Meetings

1) The superintendent will communicate with each board member at least biweekly board information that may include information such as:

a) District events
b) Progress reports on board goals and directives
c) Follow-up reports in answer to board member questions
d) Updates on administrative matters or district operations

2) The superintendent will meet with the board president as needed, or communicate by phone and/or e-mail to inform him or her of district issues that may need to come before the board for information or action.

3) The board president may direct the superintendent to distribute copies of documents to each member of the board for information. The monthly board information packet or weekly communication of updates is the preferred method of distribution unless unusual circumstances dictate a faster delivery.

4) The superintendent will communicate requested information to all board members in as timely a manner as possible without interfering with the regular conduct of district business.

5) Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

6) Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

7) Board members who wish to share information relevant to district business or issues scheduled to come before the board will relay the information to the board president for placement on a future agenda or to the superintendent for distribution to all members in the monthly board information packet or weekly communication updates. Board information packets may be either hard copy or electronic documents.

8) Any correspondence, including electronic messages, sent from a Board member to another Board member or the superintendent shall not be published or forwarded without the sender's permission. Documents requested under the Public Information Act are exempted from this rule.

Related Policies: BE (LEGAL) and BJA (LOCAL)
Adopted: December 2008/Revised 2012/Revised 2020

How to: Visit Campuses as a Board Member

1) Board members are encouraged to attend as many school events as their time permits.

2) Board members may visit any campus after checking with the principal about the best time to visit.

3) Board members are required to check in with the principal's office and to follow campus guidelines for visitors.

4) Board members may interact with any staff member or student during lunch or recess as long as they do not disrupt the learning process.

5) Following campus guidelines, board members may go into teachers' classrooms or individual buildings to observe, accompanied by the principal or the principal's designee. They may not evaluate the teacher's performance.

6) Board members may not give any direction to any staff or students.

7) When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than as board members.

8) Board members will not request or accept extraordinary consideration or "favors" from any district employee.

Related Policies: GKA (LEGAL), BBF (LOCAL) AND BBFA (LEGAL)

Adopted: December 2008/Revised 2012/Revised 2020

How to: Request Information Not Related to Agenda Items

1) Members should request information not related to a meeting agenda item directly from the superintendent.

2) The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.

3) If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided as soon as reasonable.

4) In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the board president of this fact.

5) The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.

6) If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.

7) All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

Related Policies: BBE (LOCAL)

Adopted: December 2008/Revised 2012/Revised 2020

How to: Respond to Community or Employee Complaints

1) 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. Remind the complainant that only the board, not individual board members, can take action to correct a situation.

2) Complainants should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.

3) Complainants should be directed to the "Chain of Command" outlined in district policy.

4) The district's "Chain of Command" provides the following information:

- **a)** The complainant should first discuss the problem with the person in authority closest to the problem.
- **b)** If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a".
- **c)** The administrative supervisor will help the complainant initiate any correspondence or forms required in policy and attempt to resolve the complaint.
- **d)** If still not satisfied, the complainant may appeal to the superintendent or designee for resolution.
- **e)** If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the board following local policy.

5) Board members may inform the superintendent of complaints from staff and community but will not direct the superintendent to take specific actions.

6) The superintendent shall inform the board of the resolution of complaints referred by board members if the complaint requires superintendent intervention.

Related Policies: DGBA (LEGAL and LOCAL) pertains to employees; FNG (LEGAL and LOCAL) pertains to parents and students; GF (LOCAL) pertains to parents and students; GF (LOCAL) is for public complaints

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How to: Communicate with the Media

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

2) The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on issues of district attention.

3) Any board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the superintendent/communication director for district business and to the board president for board-specific issues.

4) If speaking to a media representative, board members should clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees.

5) When speaking as an individual, the board member will remind media representatives of the official position or action already taken on the issue by the board of trustees and refer media to the spokesperson for further information.

6) It is inappropriate for a board member to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.

Related Policies: BBF (LOCAL), BDAB (LOCAL), BJA (LOCAL), and GBB (LOCAL)

Adopted: December 2008/Revised 2012/Revised 2020

How to: Communicate with the Community

1) Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:

- **a)** Relay information about district goals.
- **b)** Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
- **c)** Support board decisions.
- **d)** Interact in a positive manner.
- **e)** Listen politely and respectfully to comments.
- **f)** Make no commitment on behalf of the board or district.
- **g)** Not criticize district personnel.
- **h)** Refer questions about specific district activities to the appropriate staff person when they do not know the answers.

2) The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters. If the anonymous communication alleges a safety concern or violation of policy, the matter will be referred to the superintendent for investigation and consideration.

3) Signed letters addressed to the board or a board member will be forwarded to the president or the superintendent for inclusion in the weekly board information packet.

4) The board will communicate to the community collectively through district communication vehicles authorized by the board in policy or the district communication plan.

Related Policies:

Adopted: December 2008/Revised 2012/Revised 2020

How to: Prepare the Board Meeting Agenda

1) Any board member may request an item be placed on the agenda for board consideration by contacting the board president or superintendent at least 72 hours (3 business days) prior to the meeting.

2) Items submitted for inclusion after the deadline or those requiring significant preparation time might, at the discretion of the board president, be deferred to a later meeting. This decision is based on the time needed to prepare supporting information.

3) A draft agenda will be developed by the superintendent and presented to the board president for approval prior to the meeting for which the agenda is being prepared.

4) Use of a consent agenda to present items for a single vote without discussion will conform to the following guidelines:

- **a)** Placement of items on the consent agenda will be at the discretion of the board president and superintendent.
- **b)** Items that may be included on the consent agenda.
  - **i)** Routine items
  - **ii)** Minutes of regular and special board meetings
  - **iii)** Acceptance of financial reports
  - **iv)** Routine bid recommendations in alignment with district policy
  - **v)** Second reading of district policies
  - **vi)** Approval of personnel contracts that comply with district policies
  - **vii)** Use of facilities

Related Policies: BE (LEGAL) and (LOCAL), BJA (LOCAL)

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How to: Participate in Discussion, Debate, and Voting

1) The board shall observe the parliamentary guidelines in *Robert's Rules of Order (Newly Revised).*

a) The board may operate under the "Rules for Small Boards and Committees" unless the president determines there is a need to follow the more formal rules to efficiently conduct business at a given time.

2) The board may adopt additional meeting rules to supplement *Robert's Rules of Order* by majority vote after placing the issue on an agenda for discussion. The locally adopted procedures shall supersede *Robert's Rules* when the two conflict. Locally adopted rules must be in compliance with law.

3) The board president will have full authority to follow and enforce *Robert's Rules*, this procedure, and any other rules established by the board including the following:

- **a)** Members will not speak without being recognized by the president.
- **b)** The president may limit time of debate by individual members to allow each member an opportunity to speak. If time is limited, the president will ensure that each individual receives equal time to speak.
- **c)** The board president must recognize board members, staff members, or advisors wishing to speak.
- **d)** Board members shall direct comments solely to the business currently under deliberation.

4) The board president shall:

- **a)** Allow each board member to speak on each issue being considered.
- **b)** Allow opposing viewpoints to be heard in turn.
- **c)** Ensure that before a member is allowed to speak to an issue for a second time, each member who has not spoken is provided an opportunity.
- **d)** Ensure that discussion pertains to the current agenda item being addressed and shall halt discussion that does not apply to the business of the board.
- **e)** Halt discussion on issues raised that are not on the agenda. The president will ask if the issue should be placed on a future agenda for discussion, and note if board member and/or the board desire the item were included in a later discussion.
- **f)** Have the same right as any board member to make motions and vote. The president will first provide an opportunity for other board members to make a motion before offering his or her own motion.

5) The consent agenda will be addressed in the following way:

- **a)** When the president announces the consent agenda for voting, any individual board member may ask the president to remove a particular item from the consent agenda for individual consideration.
- **b)** When a member makes such a request, the president will announce that the requested item is removed from the consent agenda.
- **c)** Following action on the consent agenda, the president will allow questions or discussion on any items removed from the agenda at the request of a board member.

6) Voting will be by show of hands or acclamation.

7) Each board member will exercise his or her right and obligation as an elected official to participate in deliberations and vote on each item before the board unless a conflict of interest exists.

Related Policies: BE(LEGAL), BBFA (LEGAL)
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How to: Participate as a Trustee in "Public Comment"

1) Persons wishing to address the board during open public comment will comply with the provisions of policy BED (LOCAL) that outlines the specific times and procedures applicable to public comments during board meetings.

2) A copy of policy BED (LOCAL) will be available for public review at the posted meeting site.

3) During the "public comment" section of the meeting, board members will listen to comments but, as the designated spokesperson, only the president may respond if a response to the speaker is required. Those responses are limited to:

- **a)** Correcting misstatements of fact presented by the speaker.
- **b)** Referring the speaker to applicable board policy.
- **c)** Placing the item on a future board agenda for discussion if not listed on the current board agenda.

4) With the approval of the board, the president may direct the superintendent to investigate matters brought forward during public comment and report findings to the board at a later meeting.

5) If a member of the public has been afforded an opportunity to speak and his or her comments reflect a complaint about an individual district staff or board member, the president will refer the speaker to the appropriate formal grievance policy.

6) The board must bear in mind that residents who speak during public comments have First Amendment rights. The board should seek legal advice before disallowing a resident's contribution to public comment based solely on the content of the speaker's comments.

7) Individuals who wish to provide comment or testimony to the Board at the designated time during the Board meeting must sign-up. Sign-up for Public Comment at a regularly scheduled Board meeting begins on the business day prior to the Board meeting at 8 a.m. and ends at 4 p.m. the day of the meeting. Those wishing to address the Board during Public Comment may sign-up in the following ways:
Ø **Online** – Individuals can sign-up via the online form available at www.wsisd.com
Ø **Email** – Individuals can submit a completed sign-up form via email at https://www.wsisd.com/about-wsisd/school-board/public-comment-guidelines.

All Public Comment Forms must be complete. Submitting an incomplete form may result in an individual not being allowed to address the Board.

Special/Emergency Meetings – Public Comment sign-up for special or emergency meetings will be one business day prior to the meeting from 8:00 am – 4:00 pm. Public Comment at Special/Emergency Meetings will be limited to agenda items only.

8) Each speaker must indicate whether the comments pertain to an item on the Board agenda and, if so, which agenda items.

9) An individual accompanied by a translator must notify the District during signup.

10) Each speaker will be given five minutes for agenda items and three minutes for non-agenda items to address the Board. If the total number of speakers seeking to address the Board at a meeting exceeds ten, the speaker time limit may be reduced. In no event, will a speaker be given less than one minute to speak. A speaker that wished to address multiple agenda items may be given additional time to address the Board.

Related Policies: BED (LEGAL and LOCAL), FNG (LOCAL)
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How to: Prepare for Board Meetings

1) Administration will ensure that supporting information required for informed decision-making is supplied to each member in the Board Meeting Agenda Packet.

2) Agenda packets will be e-mailed to board members at least three days before scheduled board meetings.

3) All participants will be prepared to address items on the agenda.

- **a)** Board members will read agenda packet materials before each board meeting.
- **b)** Board members will ask agenda-item-related questions of the superintendent at least two hours before the scheduled board meetings.
- **c)** Board members are not precluded from asking relevant questions about agenda items during board meetings. However, the right to questions should not serve as an excuse for lack of meeting preparation.

Related Policies: BE (LEGAL)
Adopted: December 2008/Revised 2012/Revised 2020

How to: Orient New Board Members

1) Local district orientation will be scheduled to take place within 120 days of the date a new board member takes the oath of office.

2) The superintendent and board president or the president's designee will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.

3) Orientation will include but is not limited to:

a) General district information such as

- **i)** Geographic area included and number of square miles
- **ii)** Campus attendance boundaries
- **iii)** Number of students, teachers, and other employees
- **iv)** Number of campuses and their enrollments
- **v)** Student demographics
- **vi)** Administrative structure and directory of key personnel
- **vii)** Ongoing issues of interest to patrons

b) Overview of district programs and operations such as:

- **i)** District vision, mission, goals, and plans including
  - § District planning and evaluation process and calendar
  - § Most recent AEIS report, campus report cards, and district annual report
- **ii)** District budget overview including
  - § Current adopted budget summary
  - § Recent trends in revenue, appropriations, tax rates, property values
  - § Annual financial audit
  - § Development process and calendar
- **iii)** Overview of district curriculum objectives, standards, and instructional programs
- **iv)** Policy development and review process and location of manuals
- **v)** Personnel hiring practices and salary schedule
- **vi)** Superintendent performance goals, current superintendent evaluation instrument, process, and calendar

c) Team operations, including:

- § Overview of roles and responsibilities of the board and superintendent
- § Required continuing education and calendar of training opportunities
- § Current team improvement goals and continuing education targets
- § Annual board activity calendar
- § Calendar of district and board events
- § Current team operating procedures

Related Policies: BBD (LEGAL)
Adopted: December 2008/Revised 2012/Revised 2020