

Irving ISD

Board of Trustees Team of 8

Operating Procedures

2026-2027 School Year



Irving ISD Board of Trustees Operating Procedures

Superintendent Communications

1. The Superintendent will communicate with all Board members weekly via the Board Briefing with information including District events and activities, departmental reports, progress reports, and other information as needed or as requested by Board members.
2. Board members may contact the Superintendent by telephone, text message and email, and in scheduled face-to-face meetings, but are asked to be respectful of the Superintendent's significant responsibilities and limited time.
3. Board members will direct requests for written information to the Superintendent, who may assign the request to the appropriate Administrator. The Superintendent shall respond within 10 business days, which may be extended to 30 business days, if necessary. Requests for surveys, studies, or research which must be created and are not already existing will not be honored when there is a trustee's duty-related reason for request. Written information requested by one Board member will be distributed to all Board members.
4. All Board members shall maintain the confidentiality of student records and employee evaluation and medical records, and other confidential information not subject to disclosure under the Public Information Act.
5. Board members should be aware of the fact that the District must post in a public place the cost of responding to trustee requests if the requests are for 200 or more pages in a 90-day period, and must report the number of requests and their costs to the Texas Education Agency by September 1 of each year, so Board members are asked to be judicious. [See also Board Policy BDE]
6. A Board member shall contact the Board President and/or the Superintendent before any communication is made to the external Board attorney, in order to determine if the information or advice being requested can be provided internally so as to not incur additional expense.

Complaints and Comments

1. When responding to a community or employee complaint, Board members should listen respectfully and remain impartial. The complainant should be directed to follow the district's procedures. The Board member may assist the complainant in how to contact the necessary Administrator for further assistance/follow-up and report complaint to the Superintendent or Deputy Superintendent if Superintendent is not available. Board members should not investigate on their own. [See also Board Policies DGBA, FNG, and GF]
2. The Board President shall be the official spokesperson for the Board to the media on issues of media attention. A Board member retains the right to speak to the media as an individual, but must understand that any comment will likely be interpreted as an "official" statement of the Board. [See also Board Policy GBBA].
3. Board members are encouraged to respond to emails from constituents, but should bear in mind that such responses are subject to Public Information Act (PIA) requests. Emails and text messages sent from personal accounts regarding District business, students or employees are also subject to PIA requests. If emails contain complaints, the Board members are asked to be respectful and remain impartial, while directing the constituent to the appropriate Administrator for assistance/follow-up. [See also Board Policies GBA and GBAA].

Campus Visits

1. Board members are encouraged to visit school campuses. The campus Principal should be informed in advance of the visit when possible, unless the member is attending a function to which he/she has been invited.
2. Board members must sign in at the campus office and must have their ID badge visible. Visitors should be escorted by staff members designated by the Principal.
3. Board members will not assume a supervisory role with staff or students and will not observe and employee with the purpose of evaluating performance.
4. When a Board member receives complaints while visiting campuses, the Board member is asked to be respectful and remain impartial and to direct the constituent to the appropriate Administrator for assistance/follow-up and report complaint to the Superintendent or Deputy Superintendent if Superintendent is not available.
5. When a Board member is acting solely as a parent or as a spectator at school events or other events open to the general public, then the same rules that apply to the public will apply to the Board member.

Board Meeting Agendas and Expectations

1. Agendas of Board meetings are drafted by the Superintendent, in consultation with the Board President. Final approval for the agenda is the sole authority of the Board President [See also Board Policy BE]
2. Any Board member may request that a subject be included on an agenda for a Board meeting. The request shall be forwarded to the Board President and Superintendent no later than noon, five days before the Work Session. The Board President shall ensure that any topic requested by an individual trustee be on that agenda or scheduled for deliberation at an appropriate time in the near future. Board members must provide supporting material for any agenda item they bring for official consideration. [See also Board Policy BE].
3. Adequate supporting materials will be provided to Board members for the full meeting agenda three days prior to the Work Session via BoardBook, with online access.
4. The Board may receive information from the Administrator during a Work Session either by formal presentation or in response to questions from Board members. No vote shall be taken at a Work Session. [See also Board Policy BE].
5. The Consent Agenda shall be limited to items of a routine and/or recurring nature. All items shall be acted upon by one vote without being discussed separately unless requested by a Board member, in which case the item shall be withdrawn for individual consideration. Items withdrawn for separate discussion shall be acted upon individually. [See also Board Policy BE].
6. Work Session for the Board shall begin at 5:00 P.M. and the regular board meeting shall begin at 7:30 P.M. in accordance with the Board-adopted calendar. [See also Board Policy BE].
7. Board members are expected to read and study the agenda packet prior to each meeting.
8. Board members are expected to attend all work sessions, regular board meetings, special called meetings, executive sessions, and committee meetings. If a situation occurs that causes a Board member to be late, absent, or have to leave early they shall contact the Board President or committee chairperson before the meeting begins if at all possible.

Conduct at Board Meetings

1. All Board members are expected to conduct themselves professionally and ethically during all meetings and public forums. All posted meetings will be conducted according to Roberts Rules of Order, Newly revised. [See also Board Policy].
2. Differences of opinion, when submitted respectfully, are not to be construed as unacceptable behavior but rather as alternate views on a subject and should be encouraged.
3. No member shall coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meeting Act.
4. In order to protect the integrity of closed session discussions and to encourage open and frank discussions in closed sessions, Board members should understand that all closed/executive sessions are to be held in strict confidence. Items discussed in closed sessions shall be limited to those for which there is adequate agenda notice.

Board Officers and Committees

1. Board officers (President, Vice President, and Secretary) shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Board officer elections will be conducted at the meeting that includes swearing in newly elected Trustees. [See also Board Policy BDAA].
2. To be a board officer you must have served one full year.
3. As the Board President deems in the best interest of the district, at least two Board members will be assigned to each Standing Committee. The following are considered to be standing Committees for the Board: Policy and Finance committee. The Audit Committee; while also a standing committee, is a committee of the whole. [See also Board Policy BDB].

Board Calendar

1. Prior to the beginning of each school year, the Board President, in cooperation and consultation with the Superintendent, shall develop the Board's annual calendar of work and regular meetings. The calendar shall be posted to the district's website after it has been approved by the Board.
2. The Policy Committee meets before each Work Session as needed while Finance Committee meetings will be scheduled before each Work Session or as needed.
3. The Assessment and Accountability Committee will meet once each semester or as needed.

Board Training and Conduct

1. All new Board members shall participate in a local orientation session within 60 days after their election or appointment. New Board members shall participate in at least 10 hours of continuing education. The entire Board shall annually participate with the Superintendent in a team-building session for a minimum of five hours and any other state required training to enhance the effectiveness of the team. At the last regular meeting before the date of Board elections, the Board shall report the amount Board member training credit earned, which information shall be included in the Board minutes. Members should be aware that if they are deficient, then the minutes must be posted on the district's website until the Board member(s) cure the deficiency. [See also Board Policy BBD].
2. All Board members shall complete at least three hours of training every two years on evaluating student academic performance. New Board members shall complete the training within 120 days after their election or appointment.
3. If a Board member has a serious, specific concern about the performance of another member which appears to be a violation of Board Operating Procedures, Board Policy, or the Board Members Code of Ethics, then the recommended process for addressing such concerns shall be:
 - a) Have a private conversation with the member in order to work out the differences or resolve the issue.
 - b) If the concern remains, then the members shall meet privately with the Board President and outline the specific issue. The President and complainant will meet with the member and attempt to resolve the issue.
 - c) If the issue remains, the Board President can place an item on the regularly scheduled agenda as an Executive Session item. Should the Board determine that reprimand or censure is warranted, such action may only be taken in a duly posted public meeting.
 - d) The Board can only hire and fire the Superintendent. The Superintendent has the sole authority to hire, and Board members should not suggest or direct the Superintendent on who or where to hire personnel. Board members should never direct any district employee to perform any specific task.

Travel

1. The board will allocate funds for each member to attend the annual TASB Summer Leadership Institute, the TASA-TASB Convention, and one additional conference or training of their choice. To qualify, the event must meet statutory requirements for board members' continuing education hours and take place within the state of Texas.
2. Board members may attend one national conference or educational event if approved by the Board officers and communicated to the full Board. The conference or event must take place in the contiguous United States. The District will not cover or reimburse for overnight stays for any local training or conference within 45 miles of the District. Any additional conference or training outside of continuing education eligibility must receive approval from the Board officers and be communicated to the full Board.
3. The District will cover expenses for Team of Eight Training that is held within the state of Texas.
4. The Board shall adhere to the meal reimbursement procedures and rates outlines in BBG(LEGAL) and (LOCAL). Additionally, the following expense-reimbursement guidelines are agreed upon by the Board. Any exceptions must be approved by a majority of the Board members. With the exception of the Board president for training specific to his/her role, each Board member will receive a proportional share of the total travel budget for the Board. Any travel-related expenses incurred over and above the proportional budgeted amount shall be the sole personal responsibility of the Board member who incurred them.
5. Any other conference/training opportunity beyond the continuing education eligibility must be approve by the Board President.
6. Each Board member will receive two Irving Schools Foundation tickets.

Respect for the Office

1. Former Board members may, at their opinion, participate in High School graduation ceremonies by personally giving the diploma to their graduating family member. It is the responsibility of the former Board member to contact the current Board President for proper arrangements to be made.

Board Meeting Etiquette

1. Silence cell phones and devices
2. Address each other as "Trustee _____" not by first names
3. Speak with Respect
4. Be thoughtful of time
5. Listen to others
6. Wait to be recognized by the President when making comments
7. Avoid side conversations
8. Maintain a professional atmosphere
9. Avoid using negative body language
10. Arrive prepared
11. Maintain consensus
12. Follow parliamentary procedure
13. Adhere to the agenda
14. Uphold governance roles