

ARGYLE BOARD OF TRUSTEES

2026-27 Operating Procedures

Related Policies: BE(LEGAL) (LOCAL), BBE(LEGAL) (LOCAL), BBD(LEGAL) BED(LOCAL), BDAA(LOCAL),BDB(LOCAL), GKC(LOCAL), BJCD(LOCAL), BBB(LEGAL) (LOCAL)



**Argyle Independent
School District**

Adopted: September 21, 2026

Reviewed by: District Legal Counsel prior to adoption

AI SD BOARD OPERATING PROCEDURES

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Board & District Priorities

Board Ethical Standards

I. DEVELOPING BOARD MEETING AGENDA

- A. Development of the Agenda
- B. Placing an Item on the Agenda
- C. Finalizing the Agenda
- D. Notifying Board Members of a Board Meeting
- E. Use of Consent Agenda

II. REQUEST INFORMATION NOT RELATED TO AGENDA ITEMS

III. CONDUCTING BOARD MEETINGS

- A. General Meeting Procedure, Member Attendance & Conduct5
- B. Public Comment

IV. VOTING

- A. Voting in Board Meetings
- B. Abstentions/Recusals
- C. Board Officers
- D. President Shall:
- E. Vice President Shall:
- F. Board Secretary Shall:

V. COMMUNICATION

- A. Superintendent to the Board
- B. Board to Staff
- C. Board to Media
- D. Board to Community
- E. Board Member Communications between Meetings
- F. Communication of Concern with Board Member
- G. Handling Complaints or Concerns

VI. CAMPUS VISITS - PROCEDURE

VII. SUPERINTENDENT EVALUATION

- A. Evaluation of the Superintendent
- B. Formal Evaluation

VIII. BOARD MEMBER TRAINING & ORIENTATION

- A. New Board Member Orientation
- B. Ongoing Training and Board Development
- C. Annual Review of Board Operating Procedures

IX. ELECTION ACTIVITIES

- School Board Elections

X. BOARD ADVOCACY

XI. EXECUTIVE SESSION

AISD BOARD OPERATING PROCEDURES

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Board & District Priorities

Strategic planning sets the direction for our district and aligns the work of the Board and District around shared priorities. AISD's Collaborative Vision centers on four priorities: *Student Learning, Student Experience, Resource Stewardship, and Community Engagement*. Guiding this work are AISD's Mission, Vision, and Core Values, which shape both our decisions and how we serve our students, staff, and community.



ARGYLE ISD,
A DISTRICT **BUILT ON**
TRADITION AND VALUES,
IS **COMMITTED TO PROVIDING**
AN EXCEPTIONAL
EDUCATIONAL EXPERIENCE
FOR **EACH STUDENT** THROUGH
MEANINGFUL OPPORTUNITIES
IN A **SAFE AND CARING**
ENVIRONMENT



**TO INSPIRE STUDENTS
TO REACH THEIR
FULL POTENTIAL
AS LEADERS,
PREPARED TO MEET
FUTURE CHALLENGES**



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As Board members, we support these priorities and values. They inform both our conduct and decision-making. We adhere to the Collaborative Vision, Strategic Growth Plan, and the District Mission and Core Values.

President, Leigh Ann Artho
Vice President, Dr. Leona McDade
Secretary, Matt Slaton
Trustee Frank Dixon
Trustee Justin Ford
Trustee Rich McDowell
Trustee Sam Slaton

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Board Ethical Standards (BBF LOCAL)

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 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

AISD BOARD OPERATING PROCEDURES

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

I. DEVELOPING BOARD MEETING AGENDA

A. Development of the Agenda

The Superintendent shall prepare the agenda for all meetings in consultation with the Board President to ensure that the agenda and topics included meet the Board President's approval.

B. Placing an Item on the Agenda

1. The Board President and 2 additional Trustees may request that a specific topic be included on the agenda.
2. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval.
3. 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.
4. Following Board 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.

C. Finalizing the Agenda

1. The preliminary agenda will be provided to the Board at least two (2) business days before the public posting of the scheduled meeting, to give the Trustees ample time to review the agenda prepared by the Administration.
2. Administration will ensure that supporting documents required for informed decision-making are supplied to each member in the Board Meeting Agenda Packet at least three (3) business days before the meeting date.
3. The final agenda will be delivered to all Board members electronically or in hard copy form on request.
4. All participants will be prepared to address items on the agenda.

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- a) Board members will read the agenda packet materials before each board meeting.
- b) Board members will ask agenda-item-related questions via email to the superintendent, no later than 9:00 a.m., on the day of the scheduled board meeting.
- c) Board members are not precluded from asking relevant questions about agenda items during board meetings. However, the right to ask questions should not serve as an excuse for failing to prepare for the meeting.

D. Notifying Board Members of a Board Meeting

1. Board members shall be notified of a meeting through regular channels of communication, and a schedule of regular board meetings will be posted for each school year on the AISD website.
2. Board members will be advised by the Superintendent in advance of complex agenda items, and such matters will typically be shared one month in advance at a properly called meeting or workshop of the Board, or in weekly board notes.

E. Use of Consent Agenda

1. A consent agenda shall include items of routine or recurring nature grouped together under one action item (*e.g.*, annual renewals; budget amendments; gifts, donations, and bequests; minutes of past Board meetings; minor policy items; or other items as recommended by the Superintendent).
2. Each board member will be provided with background material on each consent agenda item, connecting it to the district's strategic goal. A Board member may request that an item be removed from the consent agenda and placed in the Discussion, Information, or Action portions of the agenda. Any such request must be made at least one (1) business day before the public posting of the agenda to ensure time to amend it and comply with the three (3)-business-day-prior-to-meeting-date posting requirement.
3. All consent items shall be acted upon by one vote without separate discussion unless an item is withdrawn for individual consideration. Where an item or items are withdrawn for individual consideration, the remaining items will be considered under a single motion and vote by the Board.

II. REQUEST INFORMATION NOT RELATED TO AGENDA ITEMS

1. Individuals acting in the official capacity of a Board member shall have the right to reasonably seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that may be properly withheld from members of the general public in accordance with the Texas Public Information Act.
2. Individual members shall not have access to confidential student records unless the member is acting in the official capacity of a Board member and has a legitimate educational interest in the records in accordance with policies.

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3. Members should request information not related to a meeting agenda item directly from the Superintendent through district email.
4. 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.
5. 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 reasonably possible.
6. In the event the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requester and the Board President of this fact.
7. The Board President will place the request for information on the next meeting agenda to determine if a majority of the board agrees that the requested information is important for its future decision-making.
8. 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.
9. All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.
10. Board members may be asked to sign a confidentiality pledge pursuant to State law.

III. CONDUCTING BOARD MEETINGS

Meetings of the Board of Trustees are governed by the Texas Open Meetings Act.

A. General Meeting Procedure, Member Attendance & Conduct

1. The presiding officer shall conduct the meeting.
2. The Board shall be guided by Parliamentary Procedures as detailed in Robert's Rules of Order, to the extent allowed by law.
3. The presiding officer may take the agenda items out of order as necessary to ensure efficient operation of the meeting.
4. Trustees shall strive to attend all meetings of the Board and shall make good-faith efforts to notify the Board President and the Superintendent of their anticipated absence from a meeting.
5. Only Board Members who are counted as present may participate in discussion, debate, or voting. A Board Member that will not be in attendance may discuss an agenda item with the Board President only.
6. Board members may not participate in a meeting by telephone except in the event of an emergency or public necessity as defined by the Open Meetings Act.
7. A Board member may be counted present and may participate in a meeting remotely by videoconference if:
 - a) A quorum of the Board is physically present at one location of the meeting; and

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- b) The video and audio feed of the Board member's participation is broadcast live at the meeting, and the Board member is visible and audible to the public at all times during open session while the member is present.
- 8. All Board members are expected to conduct themselves with professionalism, respect, and integrity.
- 9. The presiding officer at a meeting will recognize any member who wishes to speak on a subject.
 - a) Questions or comments from a Trustee during the meeting must always be germane to the current agenda item.
 - b) The presiding officer is responsible for keeping the discussion limited to the agenda item or motion at hand.
 - c) Nothing in these Board Operating Procedures shall be construed to limit a Board Member's ability to ask questions during the board meeting.

B. Public Comment: BED (LOCAL)

- 1. Members of the public will be permitted to address the Board only during the portion of the meeting designated for public comment. An individual wishing to speak during public comment must sign up to speak in advance, as required by District procedures.
- 2. At regular Board meetings, the Board shall permit public comment on any topic related to school business, regardless of whether it is included on the meeting agenda. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
- 3. The following expectations of decorum apply to public comment:
 - a) A speaker's comments may not exceed 5 minutes; however, the Presiding Officer may shorten the allotted speaking time to ensure effective meeting management. A speaker who requires a translator will be given twice the time allotted to others.
 - b) Comments should be directed to the Board and not to members of the audience or to specific employees or Trustees in attendance at the meeting.
 - c) Speakers shall remain at the podium and will not approach the dais without approval from the Presiding Officer.
 - d) Speakers will be encouraged to respect the privacy of others and not to identify any student (other than his/her child), employee, or other individual by name.
 - e) All comments must be courteous and respectful.
 - f) Disruption of the meeting shall not be tolerated. The presiding officer may provide an appropriate warning to an attendee, and should disruption continue, may have them removed by law enforcement or school personnel.
 - g) Speakers shall comply with the requests and directives of the Presiding Officer.

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4. A speaker with a specific complaint about a District employee, decision, or operational issue will be referred by the Presiding Officer or a District administrator to the informal and/or formal complaint process.
5. The Presiding Officer or Superintendent may respond to a speaker only by (1) stating factual information; (2) reciting existing policy; or (3) requesting that an item be added to a future agenda. Individual Trustees may not engage with a speaker during the meeting, and no deliberation or decision shall occur regarding the speaker's comments unless the topic in question is included on the meeting agenda.

IV. VOTING

A. Voting in Board Meetings

1. Voting on any item, including those discussed in closed session, shall be conducted in open session by a show of hands and shall be recorded in the official minutes as to who made and seconded the motion and how each individual member voted.
2. No vote shall be by secret vote.
3. A majority vote shall be required for any motion to carry, unless otherwise provided by law. A majority is measured from the total number of Board members present and voting, excluding recusals and abstentions. In case of a tie vote, the item fails.
4. Dissenting, recusing, and abstaining votes shall be recorded in the meeting minutes.
5. Each Board decision, even when there are dissenting votes, shall be an action by the entire Board and binding upon each member. Once a majority decision has been reached, individual Board members will publicly support that vote.
6. No Board Member will 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 Meetings Act.

B. Abstentions/Recusals

1. **Abstention:** A Board member may seek to abstain from voting if they do not have sufficient information to support or oppose the agenda item. A Board member who plans to abstain from an agenda item shall notify the Board President and Superintendent prior to the meeting.
2. **Abstention:** A Board member abstaining from the vote on an agenda item shall consider whether it is appropriate for the member to participate in open or closed session deliberation on the matter and may determine that complete recusal from all discussion of the item is appropriate.
3. **Abstention:** A Board member abstaining from the vote on an agenda item shall, in the open meeting and prior to the item in question, state that he/she will abstain from the item, and the vote shall be recorded as such in the minutes.
4. **Recusal:** A Board member must seek a recusal from a vote based on a conflict of interest on the agenda item in question. A Board member who plans to recuse from an agenda item

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shall notify the Board President of this intent prior to the start of the meeting. In the event a Board member has a legal conflict of interest, the Board member may be required to file a public disclosure as required by law. (See Policy BBFA)

5. **Recusal:** A Trustee who recuses from a vote is not permitted to participate in ANY STAGE of the matter, including executive session.
6. All Board members present at a meeting must remain present during a vote.

C. Board Officers

1. The Board shall elect a member to serve as President. The member elected to serve as the President must have completed at least two years of service on the Board, unless there is no sitting board member with such experience.
2. The Board shall elect members to serve as Vice President and Secretary. The members elected to serve as the Vice President and Secretary must each have completed at least one year of service on the Board.
3. In addition to the duties granted by law and Board policy, officer duties include, but are not limited to, the following:
 - a) The Board President presides at all Board Meetings; speaks on behalf of the Board and is a signatory on District checks, legal documents approved by Board action, and Board resolutions; responds on behalf of the Board to letters and e-mail to the Board in compliance with the Texas Open Meetings Act; and responds on behalf of the Board to media requests.
 - b) The Board Vice President presides at any Board Meetings when the Board President is unable to attend and speaks on behalf of the Board at events the Board President cannot attend.
4. The Board Secretary will preside over any Board Meetings in which the Board President and Vice-President are unable to attend.
5. Officers shall be elected by majority vote of the members present and voting and shall serve for a term of one year.
6. Officers of the Board shall be elected at the first regular meeting of the Board following swearing in of newly elected trustees or at any time thereafter in order to fill a vacancy among the officers of the Board.
7. Any Board member who seeks to be elected as an officer will make their intentions known to the Board during a closed session at the Board meeting at which reorganization will occur. At this time, the Board will deliberate on the duties and qualifications of a public officer and/or the specific qualities of the interested Trustees.
8. Upon reconvening in open session, the President, or next eligible officer or Superintendent, will preside over the officer elections.
 - a) Each officer position shall be considered separately, starting with the President, then the Vice President, and then the Secretary.

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- b) The President will entertain nominations until nominations for the specific office have ceased. **NOTE:** Unlike a motion, a nomination does not require a second. It is acceptable, however, for another member who supports that nominee to second the nomination.
 - c) Once nominations are closed, the board will vote on the nominees in the order they were presented. Once a nominee receives a majority vote, the election for that position will end, and any remaining nominees will not be considered. If no nominee receives a majority vote, the Board will vote on all nominees again, in the same order, until a nominee is selected by majority vote.
 - d) Board members will not self-nominate from the dais.
9. Any Board discussion of specific Trustee interest or fitness for an officer position shall be conducted in closed session in accordance with the Open Meetings Act. The election of officers will take place in open session.

D. In addition to the duties assigned by law, and aligned with [Policy BBDA](#), the President shall:

- 1. Preside at all Board meetings unless unable to attend
- 2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.
- 3. Appoint Board Members to both committee participation and chairmanships
- 4. Call special meetings and/or workshops

E. The Vice President shall:

- 1. Act in the capacity of Board President in his/her absence or incapacity of the President.
- 2. Work with the Board President to appoint Board Members to both committee participation and chairmanships
- 3. Become President only upon being elected to the position.

F. The Board Secretary shall:

- 1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
- 2. Ensure that notices of Board meetings are posted and sent as required by law.
- 3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
- 4. Sign or countersign documents as directed by the action of the Board.

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V. COMMUNICATION

A. Superintendent to the Board

1. The Superintendent will provide reports to the Board as required by law or requested by the Board.
2. The Superintendent will notify the Board in a timely fashion of significant events.
3. The Board will receive, on a monthly basis (at a minimum): *financial reports, enrollment numbers, and all press releases sent to the media.*
4. The Superintendent shall notify and provide to all board members any request from an individual Board Member for data, reports, or information that is pertinent to school business

B. Board to Staff

When seeking information from staff members, Board members should always request it through the Superintendent and be mindful of district resources and the need to balance adequate time for a response.

C. Board to Media

The Board President, or, in his or her absence, the Vice President, will serve as the board spokesperson to the media on issues related to board actions.

1. The Superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on issues of district concern.
2. Any board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the Chief Communications Officer or Superintendent for district business and to the Board President for board-specific issues.
3. 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.
4. 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.
5. 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) and BJA (LOCAL)

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D. Board to Community

1. Board members should use caution on social media to express personal opinions that are counter to District business, whether past, current, or pending.
2. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity on behalf of the Board.
3. 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) Support board decisions.
 - c) Interact in a positive manner.
 - d) Listen politely and respectfully to comments.
 - e) Make no commitment on behalf of the board or district.
 - f) Not criticize district personnel.
 - g) Refer questions about specific district activities to the appropriate staff person when they do not know the answers.
4. A Board Member may respond to a community member inquiry, but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
 - a) Clarify that he/she is responding as an individual, not for the Board; and
 - b) Remind the individual of any position/action the Board has officially taken on the subject.
5. Board Members will not respond to anonymous communications.
6. Any communication pertaining to criminal, health, or safety issues shall be forwarded to the Superintendent immediately for review and handling unless such alleged issues relate to the Superintendent.
7. The board will communicate to the community collectively through district communication vehicles authorized by the board in policy or the district communication plan.

E. Board Member Communications between Meetings

1. Any correspondence a Board Member may have received at the district office will be delivered to the Board Member at the earliest opportunity.
2. Board members may not engage in discussion regarding school business in a manner that violates the requirements of the Open Meetings Act. Outside of a lawfully called meeting, Board members may not engage in communication regarding school business (a) with a quorum or more of members, or (b) with less than a quorum of Board members if the

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communication is among a series of communications involving a quorum or more of members, and the member knew that the series of communications involved or would involve a quorum and would constitute deliberation under the Act.

3. The Superintendent will communicate with each board member through weekly Board Notes 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
4. The Superintendent will meet with the Board President as needed, or communicate by telephone, text, and/or e-mail to inform him or her of district issues that may need to come before the board for information or action.
5. The Board President may direct the Superintendent to distribute copies of documents to each member of the board for information. The weekly Board Notes are the preferred method of distribution unless unusual circumstances dictate a faster delivery.
6. 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.
7. 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.
8. 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.
9. 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 weekly Board Notes. Board Notes may be either hard copy or electronic documents.
10. 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.
11. Sending a communication to all Board Members or a quorum of the Board could be construed as an illegal meeting in violation of the Open Meetings Act.

E. Communication of Concern with Board Member

1. Individual Board Members are encouraged to express their concerns about another member's performance directly to that member, including concerns that the Member has violated the Board Operating Procedures.

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2. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President or Presiding Officer is the appropriate next step.
3. The Board President or Presiding Officer may discuss the concern with the individual in question on behalf of the reporting Board member, or may moderate a discussion between the members as the Board President deems necessary. If a quorum of the Board is involved in the meeting, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
4. Any concerns expressed to the Superintendent regarding a Board member shall be communicated directly to the Board President in a timely and confidential manner. The Board President, in coordination with the Superintendent, shall address the concern with the individual Board member.

G. Handling Complaints or Concerns

1. A Trustee who is approached or contacted by a parent, employee, or other community member shall first refer that person to the district's Chain of Command so that their concern can be addressed by the Administration. The Trustee may listen to the concern if necessary to obtain a full understanding, but should exercise caution as his/her involvement in the matter could compromise that Board member's participation in the hearing process.
2. 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 any forms required by policy and will attempt to resolve the complaint.
 - d) If still not satisfied, the complainant may appeal to the Superintendent or designee for resolution in accordance with local policy.
 - e) If the superintendent is unable to resolve the issue or the complainant remains dissatisfied, the formal complaint is brought to the board in accordance with local policy.
3. Individual Board members will not conduct an investigation or attempt to resolve concerns or complaints directly and shall inform the Superintendent or other appropriate administrator of the issue as soon as feasible (if at all possible within 24 hours).
4. Board members shall not discuss or divulge information shared or discussed in closed session with any person who was not a part of the closed session meeting. Board members shall not discuss or divulge the contents of legal advice or consultation with the Board's legal counsel, or other information that is protected by the attorney-client privilege.

AISD BOARD OPERATING PROCEDURES

Related Policies: *BE(LEGAL) (LOCAL), BBE(LEGAL) (LOCAL), BBD(LEGAL) BED(LOCAL), BDAA(LOCAL),BDB(LOCAL), GKC(LOCAL), BJCD(LOCAL), BBB(LEGAL) (LOCAL)*

5. Board member concerns about the performance of district employees and/or student welfare shall be presented directly to the Superintendent. Board members must remain cognizant that district personnel and student welfare are the responsibility of the Superintendent, not the Board. The Superintendent shall listen to and consider the concerns, review the matter, and shall notify the Board member of the resolution of the issue to the extent permitted by law and Board Policy.

VI. CAMPUS VISITS – PROCEDURE

1. Board members are encouraged to attend as many school events as their time permits.
2. Board members shall complete an annual background check to be maintained on file with the District. The annual application process shall begin July 1 of each year.
3. Board members will notify the Superintendent in advance of visiting a campus for a Board purpose.
4. Board members who visit a campus regularly for volunteering with a classroom or PTO work, or in a mentoring capacity, are advised to let the campus principal know the frequency of such visits.
5. Board members need to be aware that even when visiting in an unofficial capacity, they may still be perceived as representatives of the Board.
6. When visiting campuses, Board members will follow District Board policy regarding visiting campuses and campus management procedures.
7. Following campus guidelines, Board members may visit classrooms and observe only when invited by the teacher, and accompanied by the principal or the principal's designee. Board members are not permitted to evaluate or comment on a teacher's performance.
8. Board members may not give any direction to any staff or students.
9. Board members may not request or accept extraordinary consideration or "favors" from any district employee.
10. Board members must remain cognizant of all employee time and leave at the conclusion of any event they attend. An appointment should be made to meet with an employee if necessary.

AISS BOARD OPERATING PROCEDURES

Related Policies: BE(LEGAL) (LOCAL), BBE(LEGAL) (LOCAL), BBD(LEGAL) BED(LOCAL), BDAA(LOCAL),BDB(LOCAL), GKC(LOCAL), BJCD(LOCAL), BBB(LEGAL) (LOCAL)

VII. SUPERINTENDENT EVALUATION BJCD(LOCAL)

- A. Evaluation of the Superintendent** is an assessment of the goals set by the Board and its working relationship with the Superintendent as part of the Team of 8. All Board members may provide individual input. Individual evaluation input will be submitted to the Board President, which will be tallied for a final cumulative evaluation.
- B. Formal Evaluation** will be conducted in executive session by consensus annually in May of each year, with an informal review in or around January of each year.
- C.** 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 the 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. Ensure administrative leadership for excellence in the District.

VIII. BOARD MEMBER TRAINING & ORIENTATION

A. New Board Member Orientation

- 1. New Board members will receive an orientation on District policies and procedures from the Superintendent within 90 days of election or appointment. District policy manuals and the AISD Board of Trustees Board Operating Procedures will be given to the new Board members at this meeting. Orientation should include, but not be limited to, the following:
 - a) Board Operating Procedures and Board Policies
 - (1) Overview of roles and responsibilities
 - (2) Board Operation Procedures
 - b) General district information
 - (1) Geographic area
 - (2) Attendance boundaries
 - (3) Enrollment and staffing numbers
 - (4) Demographics
 - (5) Ongoing issues of interest

AISD BOARD OPERATING PROCEDURES

Related Policies: BE(LEGAL) (LOCAL), BBE(LEGAL) (LOCAL), BBD(LEGAL) BED(LOCAL), BDAA(LOCAL), BDB(LOCAL), GKC(LOCAL), BJCD(LOCAL), BBB(LEGAL) (LOCAL)

- c) Superintendent review of District administrative organization
 - (1) District departmental overviews
 - d) Training to access District electronic communications
 - e) District Budget Overview
 - f) District Goals and Collaborative Visioning Overview
 - g) Board Annual Calendar and briefing of upcoming events
 - h) Expense reimbursement procedures
 - i) Framework for School Board Development SBOE
 - j) Board Members Ethics - BBF (LOCAL) and BBFB (LEGAL)
 - k) Ethics Conflict of Interest Disclosure BBFA (LEGAL) and (LOCAL)
 - l) Ethics Prohibited Practices BBFB (Legal)
- 2. The Superintendent will share an overview of current district events and pending matters (i.e., contracts, legal inquiries, and projects).
 - 3. New Board members should feel free to ask questions of the Superintendent, Board President, and other Board members when necessary.

B. Ongoing Training and Board Development

- 1. After the first year of Board service, all Board Members must receive the state-required continuing education (CE). This includes the annual three- hour team building session and at least five additional hours of training. It does not include the update to the Education Code, which takes place following each legislative session, and new legal updates that require training.
- 2. All Board Members and the Superintendent must participate in person in a three-hour “Team of Eight” team-building session annually.
- 3. Trustees are encouraged to attend seminars and training at various locations offered by the Regional Service Center and other TEA providers. The Administrative Assistant to the Board can provide information on various training dates.
- 4. The Administrative Assistant to the Superintendent will communicate Continuing Education Requirements to trustees, providing reminders and training opportunities to assist them in remaining compliant.
- 5. At the last regular meeting of the board of trustees before an election of trustees, the current president of each local board of trustees shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member’s election or appointment to the board or two-year anniversary of his or her previous training, as applicable. BBD (LEGAL)

AISS BOARD OPERATING PROCEDURES

Related Policies: BE(LEGAL) (LOCAL), BBE(LEGAL) (LOCAL), BBD(LEGAL) BED(LOCAL), BDAA(LOCAL), BDB(LOCAL), GKC(LOCAL), BJCD(LOCAL), BBB(LEGAL) (LOCAL)

C. Annual Review of Board Operating Procedures

These Board Operating Procedures will be reviewed annually by all Board members in a collaborative manner to recommit to, reemphasize, update, and/or revise the procedures and expectations herein, or to approve them in the current format.

IX. ELECTION ACTIVITIES-School Board Elections

1. Board Members will follow all applicable laws in all campaign activities.
2. Neither the Board, as a body corporate, nor any Board Member, will use District funds, or other District resources to electioneer for or against any candidate, measure, or political party.
3. Board Members seeking re-election shall not solicit District employees for endorsements during such employees' work hours or at any time while the employee is on District property.
4. A Board member may support any candidate or proposition in his/her individual capacity and shall take steps to communicate that his/her support is not in any official capacity.

X. BOARD ADVOCACY

The Board places a high priority on advocacy at the local, state, and national levels for the specific interests of the District for its students, faculty, and education, in general.

Legislative Priorities

- A. The Board will discuss and adopt District legislative priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators. These priorities may be updated as necessary to remain current and responsive.
- B. The Board will annually determine a process for organized engagement between members and the local, state, and federal community and elected leaders.

XI. EXECUTIVE SESSION

- I. The Texas Open Meetings Act (Texas Government Code Chapter 551) only allows certain items to be discussed in executive session. These are items that should not be discussed in an open session.
 - A. The following is a list of items that should be discussed in executive session, not as part of an open meeting:
 1. Private consultation with the Board's attorney (§551.071)
 2. Purchase, exchange, lease or value of real property (§551.072)
 3. Negotiated contracts for prospective gifts or donations (§551.073)
 4. Personnel or to hear complaints against personnel (§551.074)

AISD BOARD OPERATING PROCEDURES

Related Policies: BE(LEGAL) (LOCAL), BBE(LEGAL) (LOCAL), BBD(LEGAL) BED(LOCAL), BDAA(LOCAL), BDB(LOCAL), GKC(LOCAL), BJCD(LOCAL), BBB(LEGAL) (LOCAL)

5. The deployment, specific occasions for, or implementation of, security personnel or devices (§551.076)
 6. Discipline of a public school child, or complaint or charge against personnel (§551.082)
 7. Deliberation of a matter regarding a public school student if personally identifiable information will be revealed (§551.0821)
 8. The standards, guidelines, terms or conditions the Board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups follow, or will instruct its representatives to follow, in consultation with representatives of employee groups (§551.083)
 9. Excluding witnesses from a hearing (§551.084)
 10. The security assessments or deployments relating to information resources technology; network security information; or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices (§551.089)
- B. The Board President, or presiding officer, shall announce in open session prior to adjourning to executive session which Government Codes will be addressed.
- C. A certified agenda will be completed for each executive session and include:
1. A statement of the subject matter of each deliberation and the Government Code provision authorizing discussion in executive session;
 2. A record of any further action taken; and
 3. An announcement by the presiding officer at the beginning and the end of the meeting indicating the date and time.
 4. Attendees
 5. Area for specific notes to include, but not limited to, documentation of any attendees who recuse themselves from the executive session, any attendees who arrive late or leave early, or any other pertinent information for recording.
 6. Per Tex. Govt. Code §551.104(a), AISD will preserve the certified agenda for at least two (2) years after the date of the meeting. If an action involving the meeting is brought within that period, the governmental body shall preserve the certified agenda or recording while the action is pending.
 7. Per Tex. Govt. Code. §551.104(c), the certified agenda of a closed meeting is available for public inspection and copying only under a court order issued under Tex. Govt. Code §551.104(b)(3).
 8. Certified agendas must be filed in the Superintendent's office.