



Keller Independent School District

**BOARD OPERATING
PROCEDURES**

2026

KELLER INDEPENDENT SCHOOL DISTRICT BOARD OPERATING PROCEDURES

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OVERVIEW: PURPOSE, SCOPE, AND AUTHORITY

These Board Operating Procedures (BOP) provide guidance for how the Keller ISD Board of Trustees governs the District. They promote transparency, consistency, and accountability and clarify expectations for Board conduct and operations. These procedures operate in alignment with law and Board policy. Authority rests with the Board only when acting collectively in a duly called meeting. These procedures supplement, but do not replace Board policy or law. In the event of conflict, **Texas law and Keller ISD Board policy shall prevail**. These procedures may be amended by Board action at a duly posted meeting.

Policy References: BDB(LOCAL), BAA(LEGAL)

SECTION I: Purpose, Scope, and Authority

1. **Purpose:** The Board of Trustees exists to govern the districts in the best interest of the students and the community. Acting as a corporate body, the Board provides leadership, establishes vision and goals, and ensures the superintendent implements and monitors plans and programs that achieve clearly defined results in all major areas of the district operations.
2. **Scope:** The Board sets direction and provides oversight for the district by establishing the district's vision, goals, and performance expectations. The Board focuses on governance and results, not daily administration.
3. **Authority:** Except where law assigns responsibility to the Texas Education Agency or State Board of Election, the Board holds exclusive authority to govern and oversee the district. Acting as a corporate body, the Board may adopt rules, by laws, and policies necessary to carry out its duties. Also, the Board may acquire and manage district property, receive funds, and act in the district's legal interests.

SECTION II: WORK OF THE BOARD

4) Board Meetings

The Keller Independent School District Board of Trustees conducts meetings to deliberate, govern, and take official action on matters affecting the District in accordance with Texas law and Board policy.

A. Purpose of Board Meetings

Board meetings serve as the primary forum for Trustees to:

- Conduct the official business of the District.
- Deliberate on governance matters in a public and transparent manner.
- Take official action through duly posted agenda items.

B. Types of Meetings

The Board may conduct regular, special, and emergency meetings as permitted by law and Board policy.

- Special Meetings can be called by the Board President. The Board President shall call a special meeting on request by three members of the Board.
- Emergency Meetings can be called when the Board President or two members of the Board determine that an emergency or urgent public necessity, by law, warrants the meeting.
- The Board President can change the date, time and location of a regular scheduled meeting with proper notice.

C. Agenda

The Board conducts its work through posted agendas in compliance with the Texas Open Meetings Act.

- The Board President and Superintendent collaborate in developing meeting agendas.
- A single trustee may request an agenda item be placed on the agenda in writing, by the tenth calendar day before a regular or special meeting.
- The Board may only deliberate and take action on items that have been properly posted.
- Certain matters, as permitted by law, may be considered in executive session.

D. Public Participation

Public participation is an important component of Board meetings.

- Opportunities for public comment are provided in accordance with Board policy.

- The Board listens to public input but does not engage in dialogue or debate during public comment.
- Individual Trustees may respond only to provide factual information, reference existing policy, or direct the Superintendent to review a matter and report back to the Board at a future meeting.

E. Parliamentary Procedure

Meetings are conducted in an orderly and respectful manner.

- The Board uses parliamentary procedures, such as Robert's Rules of Order, to guide deliberations.
- The Board President presides over meetings to ensure fairness, efficiency, and adherence to established procedures.

F. Voting and Board Action

- Each Trustee has one equal vote.
- Board action may only take place at a properly called and posted meeting where a quorum of exists. Board action requires a majority vote of Trustees present and voting, consistent with parliamentary procedure.
- Motions that do not receive a majority vote fail and the motion does not pass. A failed motion results in no action.

G. Compliance with Law

All Board meetings are conducted in compliance with:

- The Texas Open Meetings Act
- Applicable provisions of the Texas Education Code
- Keller ISD Board policy

Policy References:

BE(LEGAL), BE(LOCAL), BED(LOCAL)

5) Superintendent

The Board employs the Superintendent as the chief executive officer of the District and delegates to the Superintendent the authority to manage and administer the District in accordance with Board policy and law.

A. Role and Authority

- The Superintendent is the sole employee of the Board and is accountable to the Board for the overall performance of the District.

- The Board delegates administrative authority to the Superintendent to implement Board policy and oversee the District's operations.
- The Superintendent is responsible for ensuring compliance with applicable laws, regulations, and Board policies.

B. Delegation of Responsibilities

- The Board governs through policy and refrains from involvement in the day-to-day administration of the District.
- The Superintendent has authority over District staff, programs, and operations and may delegate responsibilities to staff as appropriate.
- Individual Trustees shall not direct or supervise District staff. Direction or supervision of the Superintendent may occur only through action of the Board.

C. Communication and Information Flow

- The Superintendent serves as the primary point of contact between the Board and District administration.
- Requests for information, reports, or action shall be communicated through the Superintendent or the Superintendent's designee.
- The Superintendent ensures the Board receives timely, accurate, and relevant information needed to fulfill its governance responsibilities.

D. Evaluation of the Superintendent

- The Board conducts an annual evaluation of the Superintendent in accordance with Board policy and applicable law.
- The evaluation is based on Board-adopted goals and performance expectations.
- Evaluation discussions and documentation are confidential and addressed in executive session as permitted by law.

E. Board–Superintendent Relationship

- The Board and Superintendent shall maintain a professional, respectful working relationship based on trust, transparency, and clearly defined roles.
- Differences of opinion are addressed through established governance processes and constructive dialogue.

- The Board supports the Superintendent in carrying out the mission and goals of the District.

Policy References:

BJA(LEGAL), BJA(LOCAL), BJCD(LOCAL), BJCE(LOCAL)

6) Financial Oversight

The Board of Trustees provides oversight of the District's financial resources to ensure fiscal responsibility, transparency, and alignment with the District's educational goals while complying with applicable laws and Board policy.

A. Governance Role and Responsibilities

- The Board's role in financial matters is one of oversight and policy direction, not day-to-day financial management.
- The Board establishes financial priorities and expectations through policy and Board action.
- The Superintendent is responsible for administering the District's financial operations in accordance with Board policy and law.

B. Budget Development and Approval

- The Board adopts the annual operating budget in accordance with the Texas Education Code and Board policy.
- The Board reviews budget information, assumptions, and recommendations presented by the Superintendent prior to approval.
- The Board monitors budget performance through regular financial reports provided by administration.

C. Bonds and Long-Range Financial Planning

- The Board provides oversight of bond programs and long-range capital planning to ensure alignment with District needs and voter authorization.
- The Board considers long-range financial planning, including facilities planning and debt management, to support the District's strategic direction.
- Administration is responsible for implementing approved bond programs and reporting progress to the Board.

D. Tax Rate Adoption

- The Board adopts the District's tax rate in compliance with Texas law and required public notice.
- The Board considers financial needs, statutory requirements, and community impact when adopting the tax rate.
- The Board acts on tax rate adoption only after receiving information and recommendations from administration.

E. Audits and Financial Accountability

- The Board ensures that an independent annual audit of the District's financial records is conducted as required by law.
- The Board reviews audit reports and financial findings presented by administration and external auditors.
- The Board takes appropriate action, when necessary, to address audit findings or recommendations.

F. Limitations and Ethical Stewardship

- Trustees do not engage in purchasing decisions, contract negotiations, or vendor selection, or enter into agreement for services without prior and expressed written consent of the Board.
- Trustees avoid conflicts of interest and comply with all applicable ethics and disclosure laws.
- Financial decisions are made in the best interest of the District as a whole.

Policy References:

BBE(LEGAL), CE(LOCAL), CFC(LOCAL), CH(LOCAL)

7) Policy

The Board of Trustees is the policy-making body of the District and adopts written policies to provide direction for the governance and operation of Keller Independent School District.

A. Policy Authority

- The Board adopts, amends, and repeals Board policy in accordance with Texas law and Board procedures.

- Board policy reflects the Board's governance decisions and establishes parameters within which the District operates.

B. Policy Development and Review

- The Board periodically reviews policies to ensure legal compliance and alignment with District priorities.
- The Board may utilize external resources, including model policies, to support policy development and review.
- Policy revisions are reviewed and adopted by Board action at duly posted meetings.

C. Policy Implementation

- The Superintendent is responsible for implementing Board policy through administrative regulations and operational practices.
- Trustees do not interpret or enforce policy outside of official Board action.

Policy References:

BF(LEGAL), BF(LOCAL)

8) Committees

The Board of Trustees may establish committees as needed to support the work of the Board while maintaining the Board's authority as the governing body of the District.

A. Purpose of Committees

- Committees are established to study issues, gather information, or make recommendations to the full Board.
- Committees do not act on behalf of the Board unless specifically authorized by Board action.
- Committees serve in an advisory capacity only.

B. Formation and Membership

- Committees are created by Board action and have a clearly defined purpose and scope.
- Committee membership and leadership are appointed by the Board President unless otherwise directed by action of the Board.

- Committee composition reflects fairness and balanced participation among Trustees when practicable.

C. Authority and Limitations

- Committees do not have authority to direct staff or make decisions binding the Board.
- Committees shall operate within the parameters established by the Board.
- Committee recommendations are presented to the full Board for consideration and action.

D. Compliance with Law

- Committees shall comply with applicable provisions of the Texas Open Meetings Act when required by law.
- Meetings and deliberations of committees are conducted in a manner consistent with legal requirements and Board expectations.

Policy References:

BDB(LOCAL) BDF (LOCAL)

9) Training

Board members participate in required and ongoing training to ensure effective governance, legal compliance, and informed decision-making.

A. Required Training

- Trustees shall complete training required by the Texas Education Code within the timelines established by law.
- Newly elected or appointed Trustees complete orientation and mandated training as required.

B. Continuing Education

- Trustees are encouraged to participate in additional governance and professional development opportunities to enhance Board effectiveness.
- Training may include topics related to student outcomes, governance practices, finance, and legal updates.

C. Reporting of Training

- Trustee training hours are reported in accordance with Board policy and applicable law.
- Training hours are publicly reported at a Board meeting as required, including the annual reporting of training completed by each Trustee.

Policy References:

BBD(LEGAL), BBD(LOCAL)

SECTION II: BOARD OPERATIONS

10) Board Members

Trustees serve as members of the governing body of Keller Independent School District and are responsible for acting in the best interest of the District as a whole. For all purposes, the Board of Trustees and the District shall be considered as a single legal entity.

A. Authority and Role

- Trustees have authority only when acting as a legally convened Board.
- Individual Trustees do not have authority to act on behalf of the Board or the District or to speak on behalf of the Board or the District without Board authorization.
- Trustees focus on governance and policy rather than administrative operations.

B. Ethical Conduct

- Trustees comply with all applicable ethics laws, policies, and standards of conduct.
- Trustees avoid conflicts of interest and disclose potential conflicts as required by law.
- Trustees conduct themselves in a manner that maintains public trust and confidence.

C. Board Member Conduct

- Trustees treat fellow Board members, District staff, students, and the public with professionalism and respect.
- Differences of opinion are addressed through appropriate governance channels and Board processes.
- Trustees support Board decisions once made, even when holding differing personal views.

- Trustees diligently prepare for and attend meetings.

D. Use of Position

- Trustees do not use their position for personal benefit or to influence District operations outside of Board action.
- Trustees clearly distinguish between personal opinions and official Board decisions.
- Trustees refrain from actions that could reasonably be perceived as undermining the Board or District.

Policy References:

BBF(LOCAL), BBFA(LOCAL), BBD(LOCAL), BBE(LEGAL)

11) Board Officers

The Board elects officers from among its members to provide leadership and ensure the orderly conduct of Board business in accordance with Board policy and law.

A. Election of Officers

- Board officers are elected by the Board at a meeting designated by Board policy.
- Officers serve for the term established by Board policy or until successors are elected.
- Officers may be removed or replaced by Board action in accordance with Board policy.

B. President

- The Board President presides over Board meetings and ensures meetings are conducted in an orderly and efficient manner.
- The Board President works with the Superintendent to develop Board meeting agendas in accordance with Board policy.
- The Board President represents the Board in official capacities as authorized by the Board.
- The Board President does not possess greater authority than other Trustees except as provided by policy or Board action.
- The Board President will divide out campus assignments and assign Trustees to Board Committees.

C. Vice President

- The Vice President performs the duties of the Board President in the President's absence or inability to serve.
- The Vice President supports the Board President in carrying out leadership responsibilities as assigned.
- The Vice President assumes presiding duties when designated by the Board or required by policy.

D. Secretary

- The Secretary ensures the accurate recording and maintenance of Board meeting minutes.
- The Secretary performs duties required by law, Board policy, or Board action.
- The Secretary may delegate ministerial tasks related to records and documentation to the Superintendent or staff as permitted by policy.

Policy References:

BDAA(LOCAL)

12) Trustee Attendance

Regular attendance at Board meetings and Board-required activities is essential to effective governance and public accountability.

A. Expectation of Attendance

- Trustees are expected to attend all regularly scheduled, special, and called Board meetings.
- A minimum attendance rate of **90 percent** of Board meetings within a governance year is expected of each Trustee.
- Trustees notify the Board President and Superintendent in advance when unable to attend a meeting whenever practicable.

B. Reporting of Attendance

- Trustee meeting attendance shall be publicly reported in a manner consistent with transparency and Board practice.
- Attendance records may be included in Board materials, reports, or other public-facing governance documents.

- Attendance reporting is informational and does not alter statutory authority or Trustee standing.

C. Relationship to Board Responsibilities

- Trustees recognize that consistent attendance supports informed decision-making and continuity of governance.
- Repeated or chronic absences may impair the Board's ability to carry out its duties and will be addressed through Board governance processes.
- Attendance expectations apply equally to all Trustees.

Policy References:

BDB(LOCAL), BE(LOCAL)

13) Campus Visits and Community Engagement

Trustees engage with District campuses and the community to remain informed about District programs, needs, and successes while respecting established governance roles.

A. Campus Visits

- Trustees are encouraged to visit assigned campuses or District facilities periodically to gain firsthand understanding of District operations and student experiences.
- Campus visits are coordinated in advance with the Superintendent or designee to minimize disruption to instructional activities.
- Trustees comply with District procedures and campus protocols during visits.

B. Role During Visits

- Trustees do not direct or supervise District staff during campus visits.
- Trustees do not investigate complaints or address personnel or student matters while on campus.
- Observations or concerns arising from visits are communicated to the Superintendent.

C. Community Engagement

- Trustees may attend school and community events in a manner consistent with their governance role.

- Trustees clearly distinguish between their individual role and official Board positions when engaging with the public.
- Trustees promote constructive dialogue and public confidence in the District.

Policy References:

BBF(LOCAL), BJA(LOCAL)

14) Social Media Guidelines

Trustees may use social media to communicate with the community; however, Trustees are expected to maintain professionalism, protect confidentiality, and uphold the integrity of Board governance when posting online.

A. Professionalism and Decorum

- Trustees communicate respectfully and avoid rhetoric that undermines public trust in the Board or District.
- Trustees do not use social media to disparage fellow Trustees, District staff, students, or community members.
- Trustees avoid posting content that could reasonably be perceived as harassment, intimidation, or retaliation.

B. Board Unity and Dispute Resolution

- Disagreements between Trustees are addressed through established governance processes, not on social media.
- Trustees do not use social media to debate Board business with other Trustees.
- Trustee concerns regarding governance or conduct are directed to the Board President and/or Superintendent through formal communication (e.g., email) or addressed in accordance with Board procedures.

C. Confidentiality and Executive Session

- Trustees shall respect the confidentiality of closed session and its purpose to encourage candid discussions in furtherance of good governance and the development of trust.
- Trustees shall not disclose confidential information, including any information discussed in executive session or received in closed session materials.
- Trustees shall not post or reference closed session discussions, District legal matters, personnel matters, student discipline matters, or other confidential topics.

D. Student Privacy

- Trustees do not post photographs, unless permitted, or personally identifiable student information obtained through school activities, campus visits, or District communications.
- Trustees use discretion when posting images from District events and avoid identifying students by name or sharing information that could reasonably identify a student unless permitted.

E. Open Meetings Act Awareness

- Trustees avoid using social media to deliberate Board business outside a duly posted meeting.
- Trustees should not “reply,” “comment,” or otherwise engage in online discussions with other Trustees in a manner that could constitute deliberation or polling regarding District business.

F. Use of Title and Political Content

- Trustees clearly distinguish personal opinions from official Board positions.
- Trustees do not present personal political views as representing Keller ISD or the Board. Trustees do not attempt to speak on behalf of the Board or the District.
- Trustees avoid political advocacy while using District channels or when speaking in an official capacity as a Trustee.
- Trustees do not release to the public any records received in their official capacity as a Board Member without express authorization from the Board.

Policy References:

BBF (Pending policy updates to BBF to cover “Social Media Guidelines”)

15) Handling Complaints and Concerns

The Board of Trustees ensures that complaints and concerns are addressed through established administrative and policy-based processes.

A. Complaint Process

- The District maintains procedures for addressing complaints and concerns in accordance with Board policy.
- Complaints are directed through appropriate administrative channels before Board involvement.

- The Board considers complaints only after applicable administrative processes have been exhausted, unless otherwise required by law.

B. Role of Trustees

- Trustees do not investigate complaints or attempt to resolve issues independently or through district employees.
- Trustees forward individual complaints or concerns to the Superintendent for review.
- Trustees avoid involvement in matters that may later come before the Board for action.

C. Board Consideration

- The Board reviews complaints brought forward in accordance with Board policy and applicable law.
- Board discussion of complaints occurs only at properly posted meetings or in executive session as permitted by law.
- The Board acts only within its authority and does not direct administrative action outside of policy.

Policy References:

FNG(LOCAL), GF(LOCAL)

16) Campaigning, Political Activity, and Use of Position

Trustees recognize the distinction between their role as elected officials of the District and their individual political activities and responsibilities as private citizens.

A. Campaigning

- Trustees may engage in campaign activities related to school board elections in accordance with applicable law.
- District resources, including staff time, facilities, equipment, and communication systems, shall not be used for campaign purposes.
- Trustees clearly distinguish campaign activity from official Board business.

B. Political Activity

- Trustees may express personal political views as private citizens, provided such activity does not interfere with their duties as Board members.

- Trustees do not represent personal political opinions as positions of the Board or the District.
- Trustees comply with all applicable state and local laws governing political activity.

C. Use of Position

- Trustees shall not use their official position to influence elections, political outcomes, or administrative decisions outside of Board action.
- Trustees avoid actions that could reasonably be perceived as coercive, misleading, or improperly influential.
- Trustees maintain public trust by exercising discretion and professionalism when referencing their role as a Trustee.

Policy References:

BBBD(LEGAL). WHAT OTHER POLICIES DO WE HAVE ON THIS?

17) Trustee Compensation, Expenses, and Benefits

Trustees serve the District as public officials and conduct their service in accordance with applicable law regarding compensation, reimbursement, and benefits.

A. Compensation

- Trustees serve without compensation as provided by Texas law.
- The Board does not establish salaries, stipends, or other forms of compensation for Trustees.
- Trustee service is voluntary and uncompensated.

B. Expenses and Reimbursement

- Trustees may be reimbursed for actual, reasonable, and necessary expenses incurred while performing official Board duties, in accordance with Board policy and law.
- Reimbursable expenses may include travel, lodging, meals, and registration costs related to approved training or official Board business.
- Expense reimbursement follows District procedures and documentation requirements.

C. Benefits

- Trustees are not eligible to receive District employee benefits by virtue of their Board service.
- Trustees do not receive insurance coverage, retirement benefits, or other employment-related benefits through the District.
- Any benefits required by law are administered in accordance with applicable statutes.

Policy References:

BBD(LEGAL), DEAA(LOCAL)

18) Review and Amendment of Board Operating Procedures

- The Board shall review the BOP annually.
- Additions, revisions, or deletions may be made as necessary through Board action at a duly posted meeting.
- The Board may assign review to a committee or include review as part of annual governance planning.

Policy References: BDB(LOCAL)

APPENDICES

APPENDIX A: POLICY CROSS-REFERENCE TABLE

BOP Topic	Related Keller ISD Policy
Governance Authority	BAA(LEGAL), BBE(LOCAL)
Board–Superintendent Relationship	BJA(LEGAL), BJA(LOCAL)
Trustee Ethics	BBF(LOCAL), BEC(LEGAL)
Board Meetings	BE(LEGAL), BE(LOCAL), BED(LOCAL)
Agenda Development	BE(LOCAL), BED(LOCAL)
Committees	BDB(LOCAL) BDF(LOCAL)
Superintendent Evaluation	BJCD(LOCAL), BJCE(LOCAL)
Financial Oversight	CE(LOCAL), CFC(LOCAL), CH(LOCAL)
Trustee Training	BBD(LEGAL), BBD(LOCAL)

Trustee Acknowledgment

I acknowledge receipt and understanding of the Keller ISD Board Operating Procedures.

Signature: _____ Date: _____

APPENDIX B: SOCIAL MEDIA & COMMUNICATION GUIDELINES (QUICK REFERENCE)

Area	Guideline
Confidentiality	Do not share closed session or student information
Decorum	Avoid public disputes or disparaging remarks
Student Privacy	Do not post student photos unless authorized.
Political Speech	Do not represent personal views as Board positions
Disagreements	Address concerns through formal Board processes

APPENDIX C: ANNUAL BOP REVIEW CHECKLIST

Review Item	Completed
Policy alignment verified	☐
Trustee training hours reported	☐
Meeting attendance reviewed	☐
Campus assignments reviewed	☐
Social media expectations reviewed	☐

APPENDIX D: GLOSSARY OF TERMS

Term	Definition
Board Action	A vote taken at a duly posted Board meeting
Executive Session	Closed meeting permitted by law
Quorum	A majority of Trustees
Governance	Policy-level oversight
Administration	Day-to-day management of the District