BOARD OF TRUSTEES

Standard Operating Procedures

Welcome to a meeting of the Kerrville ISD Board of Trustees. This is a business meeting of the KISD Board held in public. The information in this brochure is designed to define some of the procedures used during the meeting as well as review several School Board practices.

1. Developing the Board Agenda

The Board meeting agenda is typically developed the week before the meeting. No later than noon of the fifth calendar day before the meeting, Board members may request to the Board President any item they wish to have considered for placement on the agenda. In accordance with the Texas Open Meeting Laws, no member can place an item on the agenda less than 3 business day**s** in advance of the meeting. Administration will ensure that supporting information re-quired for informed decision-making is supplied to each member in the Board meeting agenda packet or in the Friday Report. Agenda packets will be available to Board members at least three days before scheduled Board meetings.

2. Board Agenda Format

The Board meeting agenda is formatted to include recognitions, citizens' comments, a consent agenda, information items, and action items. Legally appropriate items may be discussed in closed session as per state law.

3. Addressing the Board & Pubic Testimony

Citizens may address the Board of Trustees during Open Forum and during Public Testimony on Agenda Items.

Individuals wishing to address the Board of Trustees must fill out an Open Forum card at the meeting. There are rules governing Open Forum and Public Testimony:

a. There is a five-minute limitation on presentations

b. Board members will hear comments, but may not enter into a discussion on matters not on the agenda.

c. The President may direct the Superintendent to investigate the matter and report back to the Board.

d. The Board may not hear comments on individual personnel or students in Open Forum or Public Testimony.

4. Meeting Procedures and Information

a. The Board shall observe *Robert's Rules of Order* parliamentary procedures.

b. 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.

c. The Board President shall:

- Recognize each member prior to any question or discussion on agenda topics.
- 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;
- Ask if the issue should be placed on a future agenda for discussion, and note if a Board member and/or the Board desires the item be included in a later discussion; and
- 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.

d. 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.

e. 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.

f. Voting will be by show of hands. In case of a tie vote, the motion fails.

g. No Board member has authority outside the Board meeting.

h. No Board member can direct employees in regard to the performance of their duties.

5. How to Participate in the Board Meeting as a Trustee

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 before the scheduled Board meeting.

c. Board members may ask relevant questions about agenda items during Board meetings. However, the right to question should not serve as an excuse for lack of meeting preparation.

d. Board members shall:

- Listen to and treat each other respectfully;
- Be cordial when disagreeing;
- Say what needs to be said as briefly and clearly as possible; and
- Direct comments solely to the business currently under deliberation.

e. At the discretion of the Board President a Board member may be allowed to participate in a Board Meeting remotely by videoconference in compliance with Section 551.127 of the OMA and under the following conditions:

- Physical (in-person) quorum is met; and,
- A Board Member requests an exception in writing and the exception is approved by the Board President; and,
- OMA Notice requirements have been met and the meeting notice is properly posted; and,
- The video conference tool meets the DIR's guidelines and the OMA guidelines for recording and making the recorded meeting available to the public.

6. General Information

a. Board members may request any legally available information concerning the district, students, or personnel. The person providing the information shall inform the Superintendent.

b. When acting in their official capacity as Board members, Trustees should notify the building principal of a campus visitation and Trustees may not go into teacher's classrooms for the purpose of evaluations.

c. Board members will evaluate the Board and Superintendent as a "Team of Eight" during a meeting each year.

d. Board members will evaluate the Superintendent during a special meeting each year in September.

e. Closed session is restricted to matters permitted by law. The information presented in closed session is confidential.

f. All voting will be done in open session.

g. Anonymous phone calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration.

h. Board officers are elected in May of each year.

7. Communications

a. The Superintendent will communicate with all Board members via email, telephone, and Friday Reports.

b. The Superintendent will meet with the Board President on a routine basis to discuss issues of the District.

c. The Superintendent will communicate information in a timely fashion to all Board members, if such information needs to be communicated prior to a Friday Report.

d. The Board will keep the Superintendent informed via telephone, and e-mail.

e. The Board will communicate with the community through public meetings, special meetings, and the media.

f. The Board President or Superintendent shall be the official spokesperson for the Board on media issues.

g. Individual Board members cannot speak in official capacity outside of the Board meeting.

8. Procedures for Patron Request or Complaint to an Individual Board Member

The Board member should hear the citizen's request or complaint for full understanding of persons involved, date, and place. Then:

a. Describe the chain of command to the patron.

b. Refer the patron to the appropriate person or to the Superintendent.

c. Remind the citizen of appropriate policy and that the Board member must remain impartial in case the situation is later considered by the Board.
d. Inform the patron that the Superintendent or designee will respond in a timely fashion.

9. Procedures for Employee Request or Complaint to an Individual Board Member

The Board member should hear the employee's request or complaint for full understanding of persons involved, date, and place. Then:

a. Describe the chain of command to the employee.
a. Refer the employee to the appropriate person or to the Superintendent.
b. Remind the employee of appropriate policy and that the Board member must remain impartial in case the situation is later considered by the Board.
c. Inform the employee that the Superintendent or designee will respond in a timely fashion unless the employee requests no contact from the Superintendent.

10. Review of Operating Procedures

As needed these Standard Operating Procedures will be reviewed and updated yearly by the Board of Trustees.

Superintendent and School Board:
Kerrville Area Code: (830)

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Starkey Elementary	257-2210	Colleen Dale
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Tally Elementary	257-2222	Gena Carpenter
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Director of Early Childhood Center		
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District Administrators and Directors:

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KERRVILLE INDEPENDENT SCHOOL DISTRICT

KISD is an equal opportunity employer.

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Web Site: www.kerrvilleisd.net

Adopted–August 17, 2026