Wharton Independent School District

School Board Operating Procedures

Adopted: 10-29-26 ● Last revised: 8-25-2026 ● Personnel revisions: 5/28/26

Cabinet Administration

Olatunji Oduwole ..... Superintendent
Molli Bodungen ..... Executive Director of Curriculum & Instruction
Cheryl Hooper ..... Business Manager
Landy Williams ..... Chief of Police
Sonya Sonia ..... Executive Director of Special Programs
Heath Roddy ..... Executive Director of Technology

Administration

Bo Kucera ..... Director of Maintenance and Operations
Justine Barron ..... Director of Food Service
Jason Haddock ..... Athletic Director
Monica Rath ..... Director of Student Services

Campus Administration

Donna Grissom ..... Sivells Elementary Principal
Dana Gray ..... Wharton Elementary Principal
Courtney Carter ..... Wharton Junior High Principal
Diana Bell ..... Wharton High School Principal

Board of Trustees

Phillip Henderson ..... President
Garland Novosad ..... Vice President
Lisa Morton Perez ..... Secretary
Alicia Carter-Walker ..... Member
Robert Vandagriff ..... Member
Millard Stains ..... Member
Curtis W. Evans ..... Member

It is the policy of Wharton ISD not to discriminate on the basis of race, color, religion, national origin, sex, disability or age.

Board Operating Procedures Wharton ISD

In effective school systems, the Superintendent and the Board function as a "Team of Eight." A structured approach to developing a vision for the District and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy-making body for the District, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Wharton ISD Board of Trustees and Superintendent function as a "Team of Eight" to provide open communication to the staff and patrons of the District.

The Wharton ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the District.

Board Member Code of Ethics [BBF(LOCAL)]

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 an 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

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

I. Developing Board Meeting Agenda

A. Placing Items on Agenda

- The tentative agenda is created by the administration and finalized by the Board President six (6) days before the regular Board meeting. An item deemed "action needed now" by the Board President and one other officer may be added to the agenda after the six (6) day deadline as long as it meets the three (3) business day rule under the Texas Open Meetings Act.
- Any two Board Members may request in writing that an item be placed on the agenda. Board members must make the request to the Board President or the Superintendent in advance for the item to be placed on the agenda. Any Board Member request that an item be placed on the agenda must include a reference to Board or District goals, if any, addressed by the agenda item.

  The Board President and/or the Superintendent can ask for clarification and/or additional information to clarify the request or subject matter. A Board Member may also speak to the Board President to request an item be added to the agenda. The President may act as the "second" and direct the Superintendent to place it on the agenda. The Board President or Superintendent must place an item on the agenda on the next or a subsequent Board meeting (but not later than two (2) subsequent meetings) if the item is requested by two Board members. Provided, however, any requested agenda items requiring significant preparation time might, at the discretion of the Board President, be deferred to the following regular Board meeting or a specially called Board meeting to allow for the time needed to prepare supporting information regarding the agenda items.
- In accordance with the Texas Open Meetings Act, no member can place an item on the agenda less than 3 business days in advance of a meeting, except in an emergency as per Texas Code.

B. Request for Information about Meeting Agenda Items

i. Board agendas and corresponding documents, when possible, will be uploaded to Board Book seven (7) calendar days prior to the regular Board meeting.

ii. Unless the Board decides otherwise, any action item without proper documentation/materials submitted to the Board within seven (7) calendar days prior to the Board meeting will be pushed out to the next regular meeting.

iii. For all Board materials circulated at least seven (7) calendar days before a meeting, Trustees must make reasonable efforts to ask all questions related to the materials within 48 hours of a Board meeting. This, however, does not prohibit Trustees from asking questions at the meetings. Trustees understand that if a request is submitted

within two business days of a regularly scheduled Board meeting, staff may not be able to respond prior to the meeting.

iv. Any questions about agenda items or requests for additional information about them will be directed to the Superintendent, copying the Board President.

v. If information, documents or records are provided in response to the request, all Board members will receive a copy of both the request and information prior to the opening of the meeting at the time the Board receives the Board packet for the upcoming meeting.

C. Use of Consent Agenda

- In order to expedite Board meetings and address routine and recurring business in an efficient manner, the Board will use a consent agenda to the greatest extent possible. The consent agenda will be used to take action on routine items.
- For each item listed as part of a consent agenda, the Board shall be furnished with background material.
- All such items shall be acted upon by one vote without separate discussion unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
- Should a Board member wish to remove an item from the consent agenda, they must do so by sending an email to the Board President and the Superintendent at least three (3) business days before the scheduled meeting and the item must be removed from the consent agenda.
- If a member does not timely request to move an item off the consent agenda, they can make a motion at the meeting, which must be approved by a majority of the Board.

D. Items for Closed Session

- All personnel issues must be conducted in a closed session unless specifically required by the Texas Open Meetings Act.
- The following topics, as allowed by the Texas Open Meetings Act, may be discussed if properly posted on the agenda and that may have a detrimental effect on the position of the District, in accordance with the following:
    i. Attorney Consultation Gov't Code 551.071
    ii. Real Property Gov't Code 551.072
    iii. Prospective Gift Gov't Code 551.073
    iv. Personnel Matters Gov't Code 551.074
    v. Student Discipline Gov't Code 551.082

vi. Employee-Employee Complaints Gov't Code 551.082
vii. Security Devices Gov't Code 551.076
viii. Assessment Instruments Educ. Code 39.030
ix. Economic Development Negotiations Gov't Code 551.086
x. Other matters excepted by Subchapter D of the Texas Open Meetings Act

- The Board may only discuss those items allowed by law in closed session.
- The Board must vote in public session.
- Discussion during closed session must remain confidential.

E. Agenda for Special Meetings

- Agendas for Special Meetings, set more than 3 months in advance of the meeting, should not be changed except in the case of urgent matters requiring Board action before the next regular meeting. The Board members should be notified as soon as possible about the addition of an urgent action to the Agenda of a Special Meeting.

II. Member Conduct during Board Meetings (four members present constitutes a quorum for a meeting.)

A. Regular Meetings

- Regular meetings are held at 6:00 p.m. on the third Thursday of the month. When determined necessary by the Board through Board action, the Board President may change the date, time, or location of a regular meeting with proper notice.
- Board members are expected to attend and participate in called meetings of the Board.
- Board members will come to Board meetings prepared to discuss and take action on all items on the agenda, including:
  i. Read agenda packet materials at least 24 hours before the meeting.
  ii. Call the Superintendent with questions about agenda items or background information at least 24 hours prior to the scheduled Board meeting.
- The Board shall observe the parliamentary procedures in Robert's Rules of Order, Revised, including:
  i. All discussion shall be relevant to the agenda item currently under deliberation by the Board, including in closed session.
  ii. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not relevant to the agenda item currently under deliberation by the Board.

iii. The Board President shall recognize a Board member prior to the Board member making a motion or giving their comments.

iv. Board members will be respectful of other Board members and the Superintendent during discussions, including no name-calling, no personal attacks, no questioning of motives, no finger pointing, and no reflecting adversely on any prior actions taken by a Trustee, unless a motion to reconsider or rescind or amend is pending. Violations will be subject to a "point of order" and/or "Call for Decorum," which can be made by a Trustee at any time.

v. Except in the event of an emergency or family commitments, Board members and the Superintendent will not email or send text messages during meetings.

B. Public Comment [BED(LOCAL)]

- An opportunity is provided during all meetings for citizens to address the Board. A citizen may address the Board on an agenda or non-agenda item by completing the form located inside the Boardroom and giving the form to the Superintendent or the Board President before the meeting begins. Each speaker is limited to up to five minutes. If five (5) or more citizens sign up to address the Board on a single item, it is recommended that each speaker is limited to one (1) minute.
- If a citizen acts in a disruptive manner, the person will receive a verbal warning from the presiding officer. The warning should inform the person that if the disruptive behavior continues, the person will be asked to leave the meeting. If the citizen continues the disruptive behavior and does not leave at the presiding officer's request, the presiding officer will ask security to escort the disruptive person off the premises. Once escorted off the premises, the person is not permitted to return during that meeting as per Policy BED(LOCAL).
- Board members are not to sign up as citizens to be heard. As Board members, an agenda item can be requested in accordance with Board policy and procedures to discuss any item they wish to discuss.

C. Board Response to Citizens Addressing the Board

- If a citizen to be heard asks questions of the Board, the Board will not respond or answer questions as per Policy BED(LOCAL), other than to provide specific factual information or the recitation of existing policy. The Board will not deliberate or decide regarding any subject raised by the citizen that is not on the posted agenda for that meeting.
- The presiding officer at the meeting shall determine whether a citizen addressing the Board has attempted to solve a matter through resolution channels established by policy; if not, the citizen shall be referred to the applicable policy in order to seek

resolution.

i. Employee complaints: DGBA

ii. Student or parent complaints: FNG

iii. Public complaints: GF

- If a citizen raises a subject that has not been included as an agenda item for that meeting, the only deliberation of or decision about the subject must be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any request made of the Superintendent to look into and/or brief the Board at a future meeting on a subject raised that was not on the agenda must be made by the Board.

D. Discussion of Individual Employees/Students by Board or Audience

- As noted above, if a citizen raises a complaint or concern, the presiding officer should determine whether the person addressing the Board has attempted to solve the issue administratively through the applicable complaint policies. If not, the citizen must be referred to the appropriate policy to seek resolution and should not be permitted to speak during public comment.

E. Hearing and Public Hearings (including Level 3 appeals)

- During the public hearing, the Board is assembled only to gather information.
- The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
- Rules for the public hearing will be strictly adhered to:

i. The Board will limit response to give five minutes per testifier.

ii. The Board will accept written (signed) or oral testimony.

F. Discussion by Board Members

- Each member will have the opportunity to discuss an agenda item at least once before the item may be tabled, postponed, or action taken unless a motion to call the question is made and voted on by 2/3 of the voting members of the Board at a Board meeting.
- Any Board member who places an agenda item on the Agenda will be given the first opportunity to discuss the item.

III. Voting

- The Board President may vote on all action items or as a tie-breaker. The President should be consistent in this matter.
- In case of a tie vote, the item is tabled. The President may bring the item back to the

Board on a subsequent agenda, or it can be added by 2 Board members' request on a subsequent agenda.

- All Board members will vote on all action items, except when there is a legal conflict of interest or a conflict that would impair the Board member's judgment in violation of Board Member Ethics.
- All voting shall be done in open session by voice and shall be recorded in the official minutes. No vote shall be by secret ballot or in closed session.
- Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall respect the decision of the whole Board.

IV. Individual Board Member Request for Information

- When acting in his or her official capacity, the individual Board member has the right of access to all documents and records of the District, subject to the responsibility to comply with confidentiality requirements. An individual Board member shall not have access to confidential student information unless the member is acting in his or her official capacity and has a legitimate education interest in the records in accordance with policy FL.
- Board members should request information directly from the Superintendent, copying the Board President as permitted by BBE(LEGAL) and BBE(LOCAL).
- The Superintendent will determine if the information requested can be provided from readily available data with no diversion of staff time, then will provide it to all Board members as soon as reasonable. Information provided to all Board members pursuant to this procedure shall not be considered information subject to reporting for the purpose of Texas Education Code Section 11.1512(d) and (e).
- In the event the request requires the assembly of information, documents and records that will divert staff time from established priorities, the Superintendent will notify the requestor and the Board President of this fact. The 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. If it does not, the information requested will not be provided.
- If the Board does agree that the information is important for future decision-making, then the Superintendent will direct that the information, documents or records be made available to all Board members in the manner requested by the Board. Information provided to all Board members pursuant to this procedure shall not be considered information subject to reporting for the purpose of Texas Education Code Section 11.1512(d) and (e).

- Individual Board members cannot speak in any official capacity outside the Boardroom. Board members must also be cognizant of the fact that some of the information they receive in their capacity as Board members may be confidential and may not be disclosed to third parties. In this connection, Board members must not disclose information that is subject to attorney-client privilege, i.e., information that is received through communication with or from the Board attorney or other attorneys representing the School District, information regarding the evaluation of school personnel, and student-identifying information. In addition, Board members should not disclose any information to which they have access by virtue of their positions as a Board member that has not been made public, if to do so would compromise the Board in the conduct of its affairs, or that of the School District.

V. Citizen Request/Complaint to Individual Board Member

- Board members should hear the full complaint for understanding of the persons involved, date, time and place.
  1. Repeat the problem back to the citizen.
  2. Explain chain of command to the citizen, meaning that the response shall be limited to referring the citizen to the Superintendent and/or the Board's grievance process.
- Board members should explain that any involvement or discussion on their part beyond what is outlined in Board policy will require that the member not participate in any discussion or decisions involving the matter should the issue eventually be brought to the Board. It is important to effectively communicate that the District and the Board both have a desire to resolve all complaints, and to do so in accordance with District policies and procedures. The Board member approached by a citizen, parent or student with a complaint shall not attempt to investigate or resolve the issue. If the citizen expresses any concern or fear about using the complaint procedures applicable to the subject matter involved, the Board member should point out that the Board has policies that prohibit retaliation for the filing of any complaints or grievances, and reiterate to the citizen, parent or student the importance of following the requirements of the policies established by the Board for the consideration and resolution of complaints or grievances.
- The Board member shall promptly notify the Superintendent of the complaint.
- Upon being informed of the significant complaint, the Superintendent or designee shall contact the citizen, parent or student in a timely manner to identify for the citizen, parent or student the applicable policies relating to the complaint and its resolution, and will inform the Board of the issue and status in the Board update.
- After timely investigation of the matter, the Superintendent shall inform the Board of the results or status of such matters.

VI. Employee Request/Complaint to Individual Board Member

- The Board Members will hear the employee's problem for full understanding.
  1. Repeat the problem back to the employee.
  2. Issue chain of command to the employee, meaning the response will be limited to referring the complainant to the Superintendent and/or Board's grievance process.
- If the employee expresses any concern or fear about using the complaint procedures applicable to the subject matter involved, the Board member should point out that the Board has policies that prohibit retaliation for the filing of any complaints or grievances and reiterate to the employee the importance of following the requirements of the policies established by the Board for the consideration and resolution of complaints or grievances.
- Remind the employee of the Board member's need to remain impartial because Level III complaints are heard in Board meetings as scheduled agenda items, and that any involvement or discussion on their part with the employee will require that the member not participate in any discussions or decisions involving the matter. The Board member approached by the employee shall not attempt to investigate or resolve the complaint/grievance.
- Promptly inform the Superintendent about the complaint/grievance.
- The Superintendent shall communicate with the employee in a timely fashion unless the employee requests no contact from the Superintendent, in which case the Superintendent will have the appropriate administrator email the employee with the Board's grievance policy and grievance form.

VII. Communications [GBBA(LOCAL)]

A. Communication Between Board Members

1. Board members are free to communicate with each other on a one-to-one basis.
2. To avoid public speculation that the Open Meetings Act has been violated, Board members must exercise extreme caution at social functions and not discuss any public business.
3. Unless a committee meeting has been posted according to District policy and the Open Meetings Act, Board members that are not serving on the committee are not to attend the committee meeting.
4. Board members who receive messages, including e-mail messages, regarding District business shall not forward the messages to other Board members.
5. If a Trustee wishes to provide information to the entire Board, the information should first be submitted to the Superintendent, who will provide the information to all Board

members.

6. Board members may e-mail the Superintendent, the Board President, or other individual Trustees, but should never "reply all" to the Board or otherwise communicate with a quorum of the Board on a matter.

B. Communications with the Media Regarding Regular District Business

1. Board meetings: The Board President or authorized designee serves as the official spokesperson for the Board to the media/press on issues of media attention.
   a. All Board members who receive calls from the media should direct them to the Board President and/or his/her designee.
   b. At the request of the Board, the Board President may submit statements in the form of a press release to the media/press on issues of media attention.
2. The Superintendent shall routinely be the official spokesperson for the District on District issues of media attention.
   a. All Board members who receive calls from the media regarding District business should direct them to the Superintendent or designee.
   b. News releases of a political or controversial nature, as well as those concerning the overall operation of District schools, or that involve one or more campuses shall be made by the Superintendent or designee.
3. Board members are free to communicate with the news media as a member of the public.
   a. To avoid public speculation that the Board member is speaking for the Board, if speaking to a media representative, a Board member should clarify when speaking as an individual rather than as directed by the Board of Trustees. When speaking as an individual, the Board member will remind the media representative(s) of the position or action of the Board of Trustees as a body.

C. Communications with the News Media During a Crisis

1. The Superintendent or designee serves as the official spokesperson for the District to the media and press during a crisis or critical event.

D. Board Communications by E-mail, Social Media, and Other Electronic Methods

1. Board members are encouraged to respond to phone calls, written correspondence, including, but not limited to, e-mail, text messages or social media from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests and the Texas Open Meetings Act.
2. Board members will not respond to anonymous communications, and will not act upon it (unless the report is related to alleged fraud, unlawful or other questionable

WISD activities) and should be forwarded to the Superintendent.

3. Board members using social media in their role as public officials should follow these guidelines:
   - Clarify that the Board member is communicating as an individual member of the Board, and not an official District spokesperson.
   - Avoid deliberating school district business with a quorum of the Board.
   - Direct complaints or concerns presented online to the Superintendent.
   - Avoid posting content indicating the Board member has already formed an opinion before a due process hearing.
   - Ask for community input to be provided through appropriate channels, but do not allow the Board member's social network to direct the Board member's decisions.
   - Post only content that the District has already released to the public.
   - When attempting to restate what happened at a previous Board meeting, clarify that the posting is not an official record of the Board meeting and share information only from the open portions of the meeting.
   - Board members will conduct themselves online in a manner that reflects well on the District; Board members will avoid posting information that has not been verified and made public by the District and never post anonymously about school business or repeat rumors.
   - Board members will immediately report suspected illegal activities and harassing or defamatory communications that involve school officials, staff, students, or District business to the Superintendent.
   - Realize that by using a personal account to conduct official school district business, the Board member's account may become a public forum under the First Amendment.
   - Retain electronic records—including the Board member's own posts and content others post to the Board member's account—when required to do so by the District's records retention schedule.
   - Comply with the District's acceptable use policy when using District-issued devices or technology resources and immediately report to the District any potential security breach if you lose control or possession of confidential District records.
4. Board members who receive e-mail communications and choose to respond in writing shall remind the sender that the Board member is responding only as an individual and not on behalf of the entire Board of Trustees. The Board member shall not make any commitment as to the District's position or response to the concern

expressed and shall refer the sender to the Superintendent and the Chief of Public Affairs and Communications so that the concern can be addressed by the appropriate staff member.

E. Board Communication with Staff

1. Board members have the same rights as others to communicate with District employees regarding issues involving their own children.
2. Board members have the right to communicate with District employees in personal conversation and social settings as long as such communication does not circumvent the role and authority of the Superintendent and other supervisory staff members.
3. No Board member can direct employees in the performance of their duties or persuade employees, elicit a position from employees, or obtain information from employees without the Board's approval or Superintendent's consent.
4. Communication with staff regarding any professional and school business purposes must be initiated through the Superintendent's office.

F. Board Communication with Legal Counsel

1. The District has retained an attorney to serve as the District's general counsel and representative in legal matters. The Board may retain an attorney or attorneys, as necessary, to serve as the Board's legal counsel and representatives in matters requiring legal services. Services to be performed, and reasonable compensation to be paid by the Board, shall be set forth in a written contract between the Board and the attorney or attorneys. See BDD(LOCAL) for more information.
2. Requests from Board members for legal services should be directed to the Board President via email. All Board members shall, except in those unusual circumstances under which the attorney's professional responsibilities to the Board prohibit the sharing of such information, be provided with any information, advice or opinion from the District's legal counsel.

VIII. Board Member Visit to School Campus

- Board members are encouraged/expected to attend PTA and other social events on campuses to represent the Board in support of activities.
- Board members are not to go into teachers' classrooms or to campuses for the purpose of evaluation or investigation.
- Board members must notify the Superintendent's office, in advance, of the time and purpose of an uninvited visit or any visit to a campus that is made in the role of a Board member. Board member campus visits related to their personal business and unrelated

to school District business will be handled in the same manner as any other visitor to the campus.

- While acting in their capacity as a member of the Board, members must notify the principal and Superintendent 24 hours in advance of visits to campuses, when they are not attending a scheduled activity.
- The Superintendent will communicate information about the Board Member's visit in a timely fashion to all Board members.
- Campus visits may not be made in conjunction with campaigning for re-election. Campaign statements shall not be made at meetings of organizations that qualify for 501(c)(3) status that occur on school property or at school-sponsored or school-related events, unless such statements are made as part of a candidate forum event sponsored by the organization.
- Board members are not to assume a supervisory role for staff or students during campus visits. If a Board member has questions concerning performance of District staff, the questions should be directed to the Superintendent.

IX. Board/Superintendent Communications

In order to build and maintain productive and effective relationships between the Board and the Superintendent, both the Board and Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust.

A. The Superintendent will provide recommendations and supporting information sufficient for the Board to exercise informed oversight and make sound decisions.

B. With respect to providing information and counsel to the Board, the Superintendent shall give the Board as much information as possible to be adequately informed so that they may come to Board meetings informed about the matters before the Board for deliberation and action. This may include making a paper-board packet for Trustees who so request or notifying Trustees when new items have been added to Board Book.

C. The Superintendent will provide the Board with Board meeting materials at least seven (7) days before a Board meeting if such information is available. Otherwise, the Superintendent will make the Board meeting materials available as soon as they are available.

D. The Superintendent will acknowledge receipt of questions or requests for additional information from Board members on the same day, when possible, but no later than twenty-four (24) hours from the time of the question/request. The Superintendent and/or his Administration will respond to such requests within forty-eight (48) hours. If the Administration needs additional time to respond, the Superintendent will let the Board member know in writing and when they can reasonably expect a response to their question.

E. Requests to the Superintendent from any Board member will be distributed to all Board members on the same day.

F. The Superintendent will support the Board President and will meet or visit by telephone or in person with the Board President on a routine basis.

G. The Superintendent will communicate with all Board members via weekly transmittals. The transmittals will include any pending requests for information from Board members.

H. For any Board action that will require approval of District expenditures in excess of $50,000, the Superintendent will provide the Board with meeting materials available at least ten (10) days before a Board meeting; otherwise, the Board may delay taking action.

I. In accordance with BJA(LOCAL), the Superintendent will keep the Board informed of significant issues as they arise. In doing so, the Superintendent will send an immediate text to the Board when a significant event occurs and will follow up with a telephone call, if warranted, after the crisis has passed.

J. "Significant event" includes, but is not limited to, non-routine issues that arise or planned departures from customary practices that involve law enforcement, arrests, the media, ambulances, medical emergencies, the involvement of legal services from District counsel on the same matter for more than an hour at a time, and/or safety or disciplinary matters that involve legal counsel, law enforcement, and/or the media.

X. Evaluation of Superintendent [BJCD(LOCAL)]

- The Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation, which shall be completed by the Board Members before the Board meeting and submitted to the Board President or designee as directed by the Board President.
- An evaluation is conducted in closed session.
- A summative evaluation of the Superintendent will be conducted in January of each year.

XI. Evaluation of the Board

- The evaluation of the Board is an assessment of the completion of goals established.
- The Board will complete the Board self-assessment and meet to discuss it.

XII. Role and Authority of Board Members and/or Board Officers [BBE and BDAA]

- No Board member or officer has authority outside of the Board meeting.
- No Board member may direct employees in regard to performance of duties.

- The Board President shall:
    i. Preside at all Board meetings unless unable to attend.
    ii. Appoint committees.
    iii. Call special meetings.
    iv. Sign all legal documents required by law.
- The Vice President shall:
    i. Act in the capacity of the President in the absence of the President.
- The Secretary shall:
    i. Keep accurate records of closed session Board meetings.
    ii. Call meetings and act in the capacity of the President in the absence of the President and Vice President.
    iii. Sign or countersign all documents as directed by action of the Board.

XIII. Anonymous Phone Calls and/or Letters

- The Wharton ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

XIV. Reviewing Board Operating Procedures

- Standard Board Operating Procedures will be reviewed and updated annually and will be part of Board Training. These procedures may be modified at any time by a majority vote of the Board. Interpretation of Board Operating Procedures will be at the sole discretion of the Board.

XV. Required Trustee Training [BBD(LEGAL) and BBD(LOCAL)]

- Trustees are required to complete training as specified in Texas Education Code 11.159 according to local policy and assessed needs.
- New Trustees shall participate in a local orientation session within 360 days before or 120 days after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within 120 days after election or appointment.
- Training to fulfill training required by state law may be delivered by ESCs or other registered providers. At least 50% of the continuing education required under new and sitting Trustees must be designed and delivered by persons not employed or affiliated with the Board member's local school district. No more than one hour of the required

continuing education that is delivered by the local district may utilize self-instructional material.

- Each Trustee is free to select training sessions in order to meet the requirements of the Texas Education Code.
- Each Trustee is allocated one-seventh (1/7) of the approved Board of Trustee travel budget. If any Trustee needs to change his/her travel plans after the District has confirmed arrangements, the additional financial cost will be deducted and reflected in the Trustee's allocated portion of the travel budget.
- The Superintendent's executive assistant will prepare annual reports with training expenses for each Trustee by July 31st. The report will include the total amount of training and expenses requested for each Trustee of all expenses to date. The entire report will be delivered to all Trustees in electronic or printed form as required by District policy.
- The minutes of the last Board meeting held in a calendar year must reflect whether each Trustee has met or is delinquent in meeting the requirement for training required to be completed as of the date of the meeting. Each year training hours for each Trustee shall be reported, with a statement of which Trustees have completed required training, which have exceeded required training, and which are deficient in required training, at the regular February meeting which is the same meeting that calls for the Board election. Please note failure of one or more Trustee to comply with the training rules can affect a district's accreditation status.
- Any Trustee deficient in training is not eligible for a nomination to hold an office of the Board.
- It is the Board's expectation that Trustees attending training and/or conferences at taxpayers' expense will attend sessions.

XVI. Travel/Reimbursable Expenses [BBG(LOCAL)]

- Board of Trustees will receive reimbursement for up to daily per diem allowance at the maximum meals and incidental expenses rates published by the State of Texas. The amounts include taxes.
- Itemized receipts will be required for meals. Unitemized credit card receipts are not acceptable.
- The purchase of snacks is not reimbursable.
- The Trustee will be responsible for any expenses incurred for meals greater than per diem allowance.
- The Trustee will not be reimbursed for any expenses for anyone other than the Board member.

- Trustee's reasonable expenses will be paid from budgeted funds for the following:
    i. Carrying out the business of the Board request. Attending meetings and conventions as official representatives of the Board and/or membership in educational organizations.
    ii. Mileage, commercial transportation, parking, lodging, meals and other incidental expenses, incurred in attending meetings and conventions as official representatives of the Board.
    iii. Hotel expenses for meetings that are more than one day in duration and out of Region 3.
    iv. All of the above expenses shall come from each Board member's 1/7th Board member travel allotment and any expenses incurred in excess of such allotment shall be the sole responsibility of the Trustee who incurred them without prior Board approval.
    v. Any exception to this must be approved by a majority vote of the Board.
    vi. Trustees will fill out an expense report at the end of all travel and return it to the Superintendent's office within thirty (30) business days of the event with all receipts attached. Failure to comply may limit future travel.
    vii. Trustees will follow District financial policy for reports of all travel. Trustees will use Travel Guidelines & Procedures, Travel Request and Travel Reimbursement Request forms located on the Wharton ISD website homepage under Departments, for Staff, WISD Internal Forms & Procedures.
    viii. Following a conference and training, Trustees may be given an opportunity to share verbally or in written form information they received that may be beneficial to their fellow Board Members.

Leadership TASB

All eligible WISD Trustees are encouraged to apply for Leadership TASB. Trustees must obtain the necessary form from the Texas Association of School Boards or online at www.TASB.org and do the following:

- If accepted, request approval to attend from the Board as an agenda item at the closest Board meeting for the additional cost for the training if asking for the Board to pay for the training and travel associated with the training; and
- Request a scholarship to help with the additional Board training cost if asking the Board to help pay for the training/travel; and
- Apply all of the 1/7 Board member's travel/training allotment towards the cost of the LTASB training except for the cost of any state required training that may not be covered in the LTASB training. (Example: Legislative update in alternate years)

No additional Board training funds (additional to the 1/7) may be given for the first year or for a Trustee up for re-election.

XVII. Campaigning for Election or Re-Election

- Board incumbents running for re-election shall not request or accept support from District employees during work time.
- Board members shall not utilize District equipment or materials for a campaign.

XVIII. Expressing Concerns About Another Member's Performance

1. Trustees are expected to comply with Board Policy, Board Operating Procedures, the Oath of Office, and other best practices to serve the best interest of the District. In the event a Trustee does not comply with these, and/or acts in a manner that is unbecoming of a member and is disruptive to the business of the District, fellow Trustees are encouraged to address the situation using the following steps:
    a. The concerned Trustee is encouraged to have a private conversation with the other Trustee to resolve the issue. If the concerned Trustee does not wish to discuss the issue in person, he or she must notify the other Trustee of his or her concerns via e-mail before escalating the matter. A Trustee shall not be required to comply with this step if their concern(s) relates to the same conduct/action of three or more Trustees and communicating with the Trustees to comply with this step may violate the Texas Open Meetings Act. Concerns relating to the same conduct/action of three or more trustees may skip and start at step (b) below.
    b. If the concerned Trustee is not satisfied with the resolution (or if the Trustee is unable to communicate their concerns without violating the Texas Open Meetings Act because their concern(s) relates to the same conduct/action of three or more Trustees), he or she may request the Board President add the matter to an upcoming agenda for discussion in closed session. If the Board President is involved, the request can be made to the Vice President. If the Vice President is also involved, the request can be made to the Board Secretary. This notification must include specific details about the concern, including the provision of Board Policy, Board Operating Procedures or Oath of Office which the concerned Trustee feels has been violated. The Trustee who is the subject of the discussion may request the discussion be held in open session pursuant to the Texas Open Meetings Act.
    c. If the matter is still not resolved, the Board may proceed with a majority vote in open session, with the options including, but not limited to:
        - Recommending the Trustee attend specific training.
        - Removal from any Board-appointed office.

- Formal reprimand in a public meeting.

d. Censure of a Trustee: If the steps above do not address the identified concerns, the Board can pass a resolution to censure that Trustee. However, censure should be a last resort. Censure may only be pursued if the concerned Trustee requested an agenda item pursuant to step 1.c. above, within 90 days from the date the Trustee knew or should have known of the concern. Censure consists of a calmly worded statement identifying the following:

   i. The inappropriate behavior of the named Trustee.

   ii. The desired behavior.

   iii. A statement of agreement by a majority of the Trustees that the behavior is inappropriate.

   Resolutions are non-binding, but they have the effect of publicly disciplining a colleague. In extreme situations, the Board may ask the offending Trustee to resign; however, under state law a Trustee may only be removed from office for incompetency, official misconduct, intoxication, or conviction of any felony or for misdemeanor official misconduct.

2. The Board reserves the right to modify this process, including waiving steps, at any time. This includes, but is not limited to, consulting with an attorney to ensure compliance with Texas Open Meetings Act and other applicable laws.

XIX. Board Review of Code of Ethics and Board Operating Procedures

- The Board will bi-annually review and reauthorize the Board Code of Ethics and Operating Procedures.
- Each new Board member will be given a copy of the Board Code of Ethics and Operating Procedures prior to or at the new Board member's first Board meeting.