

# **Pflugerville ISD**

## **Board of Trustees Operating Procedures**

### ***Adopted June 16, 2022***

We believe the success of the District depends upon a shared vision held by the Pflugerville ISD School Board, staff, parents, and community, and we continually strive to uphold these aspirations.

Written and agreed upon team procedures provide a common framework and shared understanding and serve to:

- Clarify expectations;
- Strengthen the Board/Superintendent Team;
- Maximize efficiency and effectiveness;
- Improve working relationships;
- Ease new members' transition;
- Keep agreements clear to all;
- Identify best practices for effective teamwork;
- Share procedures with the community and staff; and
- Align Board operations with District policy and local, state, and national law.

The Pflugerville ISD Board of Trustees has adopted these operating procedures to guide our actions and assist us in our role as trustees. We further commit to review the operating procedures annually and to update, adopt or reaffirm them, as appropriate, at or near the annual Board reorganization. These procedures are intended to align with the local policies adopted by the Board to govern District operations. In the event of a conflict between these procedures and any legal or local Board policy, the applicable rule of law and/or Board policy shall control.

[Policy BBE\(LOCAL\)](#)

## ***BOARD MEETINGS***

### **I. Developing the Board Meeting Agenda**

#### **A. Agendas**

1. A draft of the agenda is prepared by the Superintendent for approval by the Board President.
2. Any two Trustees may request in writing that an item be placed on the agenda. The request shall be accompanied by a brief summary of the submission and submitted in writing via email to the Board President and the Superintendent.

3. A Trustee may 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.
4. At each regularly scheduled Board meeting, the Superintendent will review upcoming meeting dates and significant agenda items. Board members may request items to be placed on the agenda for future Board meetings at this time and follow up with an email notice, and in accordance with #2 as listed above
5. All Trustee-related topics submitted ten (10) days prior shall be included unless the requesting Trustee and the Board President, and/or the Superintendent agree to postpone the item until a future date.
6. No item can be placed on the agenda less than seven (7) days in advance of the meeting without the Board President’s approval.
7. No item can be placed on the agenda less than 72 hours in advance of the meeting unless an emergency or public necessity exists.
8. Staff members and members of the public will be notified of the posting of a Board meeting agenda through the required posting on the Internet and at the PfISD Administration building at least 72 hours in advance of all regular and special Board meetings.
9. Parents, employees, students, and members of the public have no independent right to place items on the agenda.

#### **B. Timely Notification and Information**

1. Board members shall be notified of a meeting at least 72 hours prior to a regular or special meeting and at least two (2) hours prior to an emergency meeting.
2. Board members will receive relevant supporting documents for the upcoming meeting at least 72 hours prior to the meeting.
3. Information will be available to each Trustee online through TASB BoardBook Premier and by hard copy (upon request). Questions regarding supporting documents should be directed to the Superintendent or designee prior to the meeting.
4. The Superintendent will send Board Notes to Board members in preparation for the regular meeting.

#### **C. Consent Agenda**

1. The consent agenda shall include items of routine and/or recurring nature.
2. The Superintendent, with the Board President’s approval, shall determine which items qualify for inclusion in the consent agenda.
3. Background materials for each agenda item will be furnished to the Board in the meeting’s supporting documents.
4. All consent agenda items shall be acted upon by one vote.
5. A Board member may request that an item be pulled from the consent agenda for individual discussion and consideration.

6. Board members requesting an item be pulled from the consent agenda should contact the Superintendent or Board President as soon as possible after the agenda is released and prior to voting on the consent agenda.

#### **D. Meeting Dates**

1. The Superintendent will develop a Board [calendar](#) that will include regular and workshop meeting dates of the Board of Trustees.
2. The calendar will include those [items that are cyclical and/or recurring](#) for consideration at regular or workshop meetings.
3. The calendar and agenda items will be made available for the Board and the public using appropriate communication methods and posted in accordance with Board legal policy. This calendar is reviewed annually for updates/revisions.
4. Standard meeting dates will include a workshop (6:30 p.m.) on the first Thursday of each month and a regular Board meeting (7:00 p.m.) on the third Thursday of each month.

## **II. Conducting Board Meetings**

### **A. Quorum**

1. Any time four or more members are gathered to discuss school district business, it is considered a meeting and must be posted according to Board legal policy.
2. Board members are expected to attend Board Workshops and Regular Meetings. It is the expectation of the stakeholders of PfISD that Trustees be present to represent their interests. If a Trustee must miss a meeting, the Trustee is expected to contact the Board President and/or a Board officer at least 72 hours in advance of the meeting or as early as is possible.
3. Board members should ensure there are four (4) trustees seated at the dais before excusing themselves from a meeting.

### **B. Opening Meeting**

1. The Board will observe a moment of silence prior to opening the regular meeting.
2. The Board will open each regular business meeting by reciting the Pledge of Allegiance to the U.S. and Texas flags. The pledges may be led by a member of the Board or guests invited for this purpose.

### **C. Executive Session**

1. The Board may meet in executive session as provided for in the [Texas Open Meetings Act, Government Code, Chapter 551](#), Subchapters D and E.
2. The posted agenda shall identify the section or sections of the Act authorizing the closed meeting and the general topic or subjects to be discussed.
3. Before any closed meeting is convened, the presiding officer will publicly identify such section or sections and such topics and subjects. All Board members should be diligent in monitoring conversations that are in compliance with the posted agenda.

4. The Superintendent shall attend all meetings of the Board, both public and closed, except when the Board is considering the Superintendent's contract evaluation or performance or is resolving conflicts between individual Board members.
5. All final votes, actions, or decisions regarding the closed session items will be taken in an open meeting.
6. In the event of the Superintendent's illness or Board-approved absence, the Superintendent's designee shall attend such meetings.
7. The Board has the right to designate individuals whose presence may be required to address a topic during a closed session.
8. The Board President is required to sign a certified agenda of all closed sessions. The Board Secretary will complete the certified agenda for closed sessions, including the beginning/ending times. Certified agendas must be kept locked and confidential for at least two (2) years after the meeting date and are only legally accessible to current Board members.
9. Only topics related to the cited section of the Texas Open Meetings Act prior to convening in closed session may be discussed in closed session.
10. Discussion of Superintendent performance at any time must be by appropriate code for executive session.
11. Agenda items discussed in executive session and requiring action by the board will be brought into open session by the Board Secretary for a vote in public.
12. No Board member or other participant in an Executive Session is allowed to record the discussion or exit the Executive Session with written or electronic notes.

#### **D. Public Participation**

1. At the beginning of the Citizen Participation agenda item, the Board President will announce the rules for public participation. The rules of Citizen Participation found in [BED\(LOCAL\)](#) will be referenced for the audience.
2. The Board shall permit public comment at Board Workshops regardless of whether the topic is an item on the agenda posted with notice of the meeting. At Regular or Special Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
3. Citizens who wish to file a complaint about specific employees will be directed to the [District's grievance policy](#) and made aware that public discussion of complaints against District employees may unduly prejudice the Board if they seek recourse through the formal grievance process.
4. Each speaker will be limited to three minutes unless the time is increased or decreased prior to the beginning of the communications portion of the agenda; however, no individual shall be given less than one minute to make comments. If there are between twenty to thirty speakers, then it drops to two minutes. If over thirty, then it drops to one minute.
5. The Board vests in its President or other presiding officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules.

#### **E. Response to Citizens Addressing the Board**

1. Board members will listen attentively to comments.
2. Board members will not respond to or enter into discussion with the audience.
3. The Superintendent may, at their discretion, follow up with any speaker providing public comment.
4. Board members should refrain from leaving the dais to visit with speakers following their public comments.

#### **F. Board Meeting Parliamentary Procedure**

1. The Board shall observe the parliamentary procedures found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by a majority vote of the members present [[Policy BE\(LOCAL\)](#)].
2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business of the Board.
3. Except in conflict of interest, as defined by law, or ethical conflict of interest, Board members are expected to vote on all action items.

#### **G. Transacting Business**

1. When an agenda item is presented for consideration, the Board shall deliberate as necessary before a vote is called.
2. The Board should work toward a consensus model of decision-making, which may not always be possible.
3. Once a decision has been made by the majority of the Board, all Board members should respect the majority vote, recognizing that it carries the full authority of the Board, and respect that decision.

#### **H. Meeting Protocol**

1. Board members may not use text messaging, email, or other forms of electronic communication between Board members during Board meetings. Board members must refrain from using electronic devices/media during the meeting. Cell phone use is permissible at the end of the meeting when calendaring an event.

#### **I. Hearings**

1. Employee or student/parent grievances will be handled according to [policy](#).
2. Issues not resolved adequately at the Superintendent level may be appealed to the Board for consideration.
3. When hearing grievance matters, the Board adopts the following rules of procedure:
  - a. The District, in coordination with the grievant, will determine whether the complaint will be presented in open or closed session in accordance with the [Texas Open Meetings Act](#). Complaints arising out of an event or a series of related events will be addressed in one complaint. An individual

will not bring a separate or serial complaint arising from any event or series of events that have been or could have been addressed in a previous complaint.

- b. The Board may only consider documents or information that were submitted by the complainant at the Level Two conference or that is submitted as part of the Level Three hearing.
- c. Ideally, the Board will not substitute its judgment for that of the Administration unless the Administration's findings and rulings are contrary to law or policy or are not supported by substantial evidence.

### **III. Board Workshops**

- 1. The Board will conduct monthly Board Workshops on the first Thursday of each month or as needed.
- 2. The workshop format is intended to allow Administration to present information to the Board that is:
  - a. Time-sensitive and/or discussion intensive
  - b. Required by law, rule, or policy
  - c. An agenda item that requires two readings and/or is necessary for the efficient and effective operation of the District.
- 3. The Superintendent shall develop Board Workshop agenda items in collaboration with the Board President.
- 4. When it is necessary to place an action item on the Workshop agenda, the Board will receive supporting documents in advance for review, and meeting logistics will be adjusted to ensure compliance with the Texas Open Meetings Act.
- 5. Board workshops are not intended to substitute for regular monthly Board meetings.
- 7. The Board President serves as the presiding officer at Board Workshops. In the absence of the President, the Vice-President will preside.

### **IV. Board Committees**

- 1. The Board may, from time to time as it deems necessary, create committees to facilitate the efficient operation of the Board.
- 2. A committee that includes one or more Board members and has supervision or control over public business or public policy is subject to the [Texas Open Meetings Act](#) when it meets to discuss that public business policy.
- 3. A committee that includes less than a quorum of the Board is not subject to the Open Meetings Act if it serves in a purely advisory function, with no power to supervise or control public business. However, should the committee actually function as something more than an advisory body, having supervision or control functions, it must comply with the Open Meetings Act to avoid depriving the public of access to the Board's actual decision-making process.
- 4. The Board President shall appoint members to standing committees approved by the Board [[BDB\(LOCAL\)](#)].

5. Standing Committees (3 or fewer trustees)
  - a. Superintendent Evaluation Committee -
    - i. This committee periodically reviews and recommends modifications to the Superintendent evaluation instrument. Changes will generally be based on changing District goals and Board priorities.
    - ii. Final authority for approval of the Superintendent evaluation instrument lies with the Board as a whole. This should be completed in a timely manner following the summative evaluation and no later than the November meeting.
  - b. Finance/Audit Committee – This committee meets at least quarterly and will conduct additional meetings as needed to serve as a fact-finding, deliberative, advisory, and review function of the District’s financial and operational activities. It also reviews audits/reviews/reports of the District’s finances and operations for risks/concerns noted and management’s actions to address.
  - c. Governmental/Community Relations Committee - This committee will develop opportunities for the trustees to network and collaborate with community leaders and public officials at all levels of government to promote public education in PfISD.
  - d. Policy Committee - This committee meets to review and/or edit TASB Local policy updates as they are provided, and any policies Administration recommends for revision.
  - e. Safety and Security Committee – for which the Board President and one other Board member appointed by the President should serve as a member.

## **V. Electing Board Officers**

1. Officers are nominated and elected annually at the first regularly scheduled Board meeting after the certification of the May election.
2. A vacancy in the office of the President will be filled by a majority election. The Vice President becomes President only upon being elected to the position. However, the Vice President will serve as Temporary President until such an election occurs.
3. The Board will elect an officer to fill any vacancy at the next Board meeting after the vacancy occurs.
4. Duties of officer positions will be reviewed in preparation for the nomination of members for Board officer positions.

## **VI. Responsibilities of Board Officers**

### **A. President**

1. The Board President consults with the Superintendent to prepare agendas for all Board meetings and workshops. Agendas are generally proposed by the Superintendent and reviewed and approved by the Board President prior to official posting.
2. The Board President presides at all meetings.

3. The Board President acts as the spokesperson for the Board regarding media or community inquiries and official District functions,
4. The Board President or designee is responsible for signing a certified agenda of all closed meetings.
5. The Board President is responsible for planning and facilitating New Board Member Orientation and appointing a mentor for any new Trustee.
6. The Board President has the right to make motions and vote on all issues before the Board.
7. The Board President shall receive continuing education annually related to leadership duties as Board President.
8. The Board President or their designee will respond to all communications with an acknowledgment of receipt within 24 to 48 hours. If additional information is required, a response should be sent within a reasonable amount of time.
9. The Board President appoints trustees to committees and the PEF Board.

#### **B. Vice President**

1. The Board Vice President will serve as the presiding officer in the absence of the President.
2. The Board Vice President will assist the President in maintaining a record of actions needed as follow-up for all Board meetings, which will be shared with the President and Superintendent after each meeting.
3. The Board Vice President chairs the Standing Committee for Superintendent Evaluation.

#### **C. Secretary**

1. Along with the Board President, the Board Secretary signs off on all required minutes, contracts, etc.
2. The Board Secretary is responsible for ensuring that minutes are accurately recorded at each Board regular, special, and workshop meeting. The minutes are posted on the District website after they are approved at the next Regular Board meeting.
3. The Board Secretary is responsible for completing the closed session minutes on the certified agenda during all closed meetings.
4. The Board Secretary chairs the Standing Committee for the Board's Self-Evaluation.
5. The Board Secretary will serve as presiding officer in the absence of the Board President and Board Vice President.

#### **D. Board Officers**

1. Officers will regularly meet with the Superintendent immediately prior to workshops.

### **VII. New Board Member Orientation**

1. All newly elected Board members are required to receive orientation within 120 days of being sworn in.



2. The Board President is responsible for planning and facilitating this orientation, with assistance from the Superintendent.
3. Suggested orientation topics include:
  - a. Board Operating Procedures
  - b. PfISD Policy Manual
  - c. District organizational chart and staff responsibilities
  - d. Parliamentary Procedures
  - e. Tour of administrative offices and meeting the Cabinet
  - f. Connection with a Board mentor
  - g. Review of annual Board calendar
  - h. Educational acronyms
  - i. List of school properties/campuses
4. A new trustee is informed of all required training, including the recommended TASB ISD training sessions.

## **ANNUAL EVALUATIONS**

### **I. Superintendent Evaluation**

1. Formative evaluations will be conducted in closed sessions three times annually.
2. The formative evaluation process will consist of the Board meeting in a closed session to review current District progress toward goals and objectives set forth in the Superintendent Evaluation Instrument. The Board will discuss with the Superintendent areas of accomplishment as well as areas in need of additional focus. The Board will develop a consensus document for each summative evaluation.

The first formative evaluation following the annual Board election should include a discussion that fosters an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities. All discussions will be held so as not to violate the [Texas Open Meetings Act](#). In addition, the Board may discuss the Superintendent's contract at any evaluation.

3. A summative evaluation will be conducted in closed session annually in September and may include a discussion of the Superintendent's contract. The Board will use the approved evaluation instrument for the summative evaluation.
  - a. A copy of the evaluation document will be completed in advance by each Board member and submitted anonymously and electronically to the committee chair.
  - b. The Board will review, as a team, each section of the evaluation instrument and arrive at a consensus rating and set of comments.
  - c. A consensus evaluation will be signed by all Board members and the Superintendent. Copies will be kept on file by the Superintendent, the

Board President, and the Board Vice President. In addition, a sealed copy will be provided to the Executive Director of Human Resources to be placed in the Superintendent's personnel file.

- d. Individual Board members may choose to share with the Superintendent copies of their Board evaluations; however, the consensus document will serve as the official record of the evaluation by the Board.
  - e. Specific details of the Superintendent's evaluation are to be kept confidential and are not subject to the [Texas Public Information Act](#). However, as part of the posted evaluation agenda item, the Board may issue a public statement in open session regarding the overall level of satisfaction of the Board regarding the Superintendent's performance.
4. The Board shall strive to accomplish the following during each summative evaluation:
- a. Clarify to the Superintendent their role, as seen by the Board.
  - b. Clarify to 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. Develop and sustain a harmonious Team of 8 working relationship between the Board and the Superintendent.
  - e. Identify accomplishments and areas in need of improvement for the Superintendent and District.
5. Development of the Superintendent Evaluation Instrument:
- a. A standing committee, chaired by Board Vice President and including the Superintendent, will periodically review the Superintendent Evaluation Instrument and recommend modifications.
  - b. The review shall follow the calendar shown below:
    - i. Board meets to discuss District goals and Board priorities to inform the development of a District Improvement Plan and annual budget.
    - ii. Board recommends to the standing committee areas of modifications that address current circumstances and issues.
    - iii. The standing committee meets to formulate recommended modifications.
    - iv. The Board examines the recommended document and offers further suggestions.
    - v. The standing committee prepares a final draft for Board review and possible action.
    - vi. The Board adopts the evaluation instrument for the upcoming year.

#### The Superintendent's Contract

- a. During any formative or summative evaluation meeting, the Board may determine any modifications to the Superintendent's contract, including, but not limited to, contract term extensions, salary increases, and changes in benefits.

- b. Modifications to the Superintendent's contract require action by the Board in open session.

## **II. Board Self-Evaluation/Team Building**

1. Each Board member will anonymously complete and submit to the Board Secretary the Board self-evaluation. The results shall be shared with the Team of 8 and be incorporated into the following Board Team Building.
2. The Board must participate in a minimum of three hours of Board Team Building annually.
3. Board Team Building may be used to review and modify Board priorities that will be used to establish District goals and objectives that guide planning and budgeting.
4. To the extent that the meeting does not violate the [Texas Open Meetings Act](#), the evaluation may include:
  - a. Board operating procedures (annual review/approval)
  - b. Board member training
  - c. Conflict resolution
  - d. Working relationships with the Superintendent
  - e. Conduct at Board meetings
  - f. Strategic planning and goal setting
  - g. Relationship with the community
  - h. The Board's role in achieving District goals and objectives
  - i. Tier 3 required Board governance focus
5. In the months before the discussion, the Board as a whole shall:
  - a. Review the Board's goals for the current year to ensure that all Trustees are familiar with Board priorities.
  - b. Reaffirm the purpose of the self-evaluation so that all Board members understand the desired outcomes of the evaluation.
  - c. Identify and collect any information or materials the Board might need in conducting its self-evaluation. This material might include documentation on District goals for the current year, reports of the Board's successes and progress in meeting these goals, records of Board meetings and community participation, and newspaper clippings.

## ***INDIVIDUAL BOARD MEMBERS***

### **I. Access to Information – [BBE\(LOCAL\)](#)**

1. An individual Board member, acting in their official capacity, shall have the right to 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 Public Information Chapter of the Government Code.

2. Individual Board members shall not have access to confidential student records unless there is a legitimate educational interest in the records in accordance with policies [FL\(LEGAL\)](#) and [\(LOCAL\)](#).
3. All requests by a Board member for compilation of data, other than copies of existing records, shall be directed to the Superintendent. The Superintendent will prepare requested reports and distribute them to the entire Board. If the preparation of the requested report is expected to consume excessive staff time and resources, the Superintendent will confer with the Board President to determine whether the requested report should be placed on an upcoming agenda for possible action.
4. In general, requests for information made by one Board member that require the compilation of a written report shall be shared by the Superintendent with all Board members.
5. Board members should be sensitive and mindful of requests which divert District staff members from their official and appointed regular duties in District operations.

## **II. Authority**

1. Board members, as individuals, shall not exercise authority over the District, its property, or its employees.
2. Except for appropriate duties and functions of the Board President, an individual member may not act on behalf of the Board.
3. No individual member may commit the Board on any issue.
4. Board members will avoid personal involvement in activities that the Board has delegated to the Superintendent.

## **III. Complaints to Board Members**

1. If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, they should listen politely and encourage the patron to seek resolution at the source of the complaint (teacher, principal, etc.) and or refer them to the Superintendent or other appropriate administrator, who shall proceed according to the applicable complaint policy.
2. Depending on the circumstances, it may be appropriate for members to politely remind patrons that they have no authority as an individual Board member and that if they get involved, they would need to recuse themselves if the issues eventually came to the Board as a grievance or complaint. Regardless of circumstance, the Board member will notify the Superintendent of the complaint.
3. To the extent necessary, employees, students, parents, or other members of the public who bring concerns or complaints to an individual Board member may be referred to Board policy as defined in [DGBA\(LOCAL\)](#), [FNG\(LOCAL\)](#), and [GF\(LOCAL\)](#).

4. Board members should notify the Superintendent of the complaint, as necessary. If an administrative response is required, the Superintendent or designee will reply to the email, with a copy of that reply sent to each Board member for information. If a Board response is necessary, the Board President will respond on behalf of the Board.
5. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is an administrative remedy, the Trustee may request that the issue be placed on the agenda.
6. Individual anonymous communication will not receive the Board's attention, discussion, or response and will not be referred to the Administration for action. However, several calls or letters specific to a topic may warrant further attention from the Board, which may result in Administration's need for action.
7. When a Board member receives a complaint regarding the Superintendent, the Board member may forward the complaint to the Board President. If the receiving Trustee and/or Board President deem the complaint worthy of further consideration by the Board as a whole, the complaint should be discussed at the next Board meeting if urgent or during the Superintendent's subsequent formative evaluation.

#### **IV. Continuing Education**

1. Board members are required to complete training as specified in the [Texas Education Code 11.159](#) according to assessed needs.
2. New Board members shall participate in a three (3) hour local orientation session concerning meeting processes and parliamentary procedures within 120 days of their election or appointment. One (1) to two (2) hour(s) of Open Meetings Act training must be completed within 90 days. Three (3) hours of orientation to the Texas Education Code, Evaluating and Improving Student Outcomes, one (1) hour of School Safety, and one (1) hour of Child Abuse Prevention training are to be completed within the first 120 days. In addition, one (1) hour of Cybersecurity Training and three (3) hours of Board Team Building must be completed annually. New Board members shall also complete ten (10) hours of continuing education during the first year of service.
3. Sitting Board members shall receive a one (1) to two (2) hour update to the Texas Education Code following each legislative session and at least five (5) hours of continuing education each year following the first year. Additionally, each Board member must complete continuing education every two years consisting of one (1) hour of Child Abuse Prevention and three (3) hours on Evaluating and Improving Student Outcomes, two (2) hours of School Safety, as well as one (1) hour of Cybersecurity Training and three (3) hours of Team Building annually.

4. The officers of the Board of Trustees shall receive continuing education annually related to the leadership duties of a Board President. In addition, officer training is recommended for potential candidates seeking to hold office.
5. The entire Board shall participate in continuing education programs together to the extent possible.
6. Annually, as prescribed by law, each Board member's training hours will be read into the minutes, announcing the name of each member who has completed the required continuing education, exceeded the required hours, or was deficient in the required hours.
7. Board members will share information from continuing education programs/conferences during the allotted time at Board meetings or by a written report to all trustees, as appropriate.
8. The entire Board shall annually participate with their Superintendent in a team-building session by any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three (3) hours. The purpose of the team-building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team.

#### **V. Reimbursable Expenses**

1. Board members shall be reimbursed for reasonable and allowable expenses incurred for:
  - a. Carrying out the business of the Board at the Board's request
  - b. Attending meetings as official representatives of the Board
2. Reimbursement for travel and expenses related to conventions/conferences will be limited to six nights per year.
3. Reimbursement for additional conventions/conferences and associated allowable expense will require prior approval from the Board President.
4. Arrangements necessary to register for a conference/convention and related accommodations (hotel, travel, etc.) shall be arranged through the Executive Assistant to the Board of Trustees.
5. Reasonable expenses are defined to mean:
  - a. Hotel - not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate for state employees in accordance with the [General Appropriations Act \(87th Legislature\)](#).
  - b. Parking – Hotel self-parking is highly recommended in the hotel where the Board member is a guest if it is safe.
  - c. Meals - A reimbursable per diem per meal shall be allowed, including tax and/or cost of room service. Alcohol and tips are not reimbursable.

- d. Mileage - not to exceed the allowable [IRS rates](#) for the use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking.
- 6. No reimbursement will be made for:
  - a. Non-district fax or phone calls
  - b. Entertainment or in-room movies
  - c. Alcohol
  - d. Souvenirs
  - e. Spouse/family expenses
- 7. Cancellation of conference registration, hotel and travel accommodations, etc., *must* be completed within the allowable "cancellation" timeline established by the vendor or sponsoring entity. The Board member must make every attempt to notify the Executive Assistant to the Board of Trustees of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board member responsible for the cancellation unless the cancellation is the result of personal illness or a family emergency.
- 8. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
- 9. Board members will follow all procedures applicable to employee expense reimbursement guidelines.

## **VI. Visits to Campuses**

- 1. Board members are encouraged to attend any and all school events when invited as their time permits and to show support for school activities.
- 2. Board members will notify the principal prior to visiting a campus in an official capacity, including the nature of the visit, and sign in at the campus office. In addition, principals will notify designated central office staff of the impending visit, and all Board members will also be notified.
- 3. Board members are encouraged to notify principals of non-official campus visits with the exception of campus public events (UIL activities, awards, productions, concerts, etc.).
- 4. Individual classroom visits will be made by invitation only, and campus administrators will be notified in advance.
- 5. Board members shall not visit a campus in an attempt to evaluate personnel on that campus.
- 6. Campus staff members may find viewing Board members as parents rather than as Board members difficult. Therefore, when visiting a campus or classroom as parents, Board members shall:



- a. Make it clear that they are acting as parents.
  - b. Follow the same rules and guidelines for all parents regarding campus visits.
  - c. Never request nor accept special consideration for their children.
7. Board members running for re-election shall not request or accept support from District employees during work time or make campus visits in conjunction with campaigning for a Board position, or use District resources

**VII. Conflicts of Interest - [Chapter 176 of the Texas Local Government Code](#) requires a records administrator of a school district to file a conflicts disclosure statement if:**

- 1. The school district has contracted with a person or is considering doing business with the person, and the Superintendent, Board member, or a family member of any of these either is an employee or has a business relationship with the person.
- 2. And receives taxable income or has been given by a person one or more gifts with an aggregate value of \$250.00 in a year preceding the date the local government officer became aware of the facts that trigger the filing requirement.
- 3. The statement must be filed with the records administrator no later than 5:00 p.m. on the 7th day after the date the Trustee becomes aware of the facts that require filing a statement.

**VIII. Annual Review and Approval of the Board Operating Procedures**

The Board Operating Procedures will be reviewed annually in April, and trustees shall submit updates/changes to the Board Executive Assistant in a timely manner so that the Board officers will review, after which, *all* submissions will be included in the May workshop BoardBook for open discussion. The Board will approve the update at the *Regular* Board meeting after the annual school board election.

**IX. Annual Review of Ethics: Prohibited Practices**

Each year, on an individual basis, each Board member will review [BBFB\(LEGAL\)](#) Ethics: Prohibited Practices in coordination with the annual update of the Board Operating Procedures.



## COMMUNICATION

### I. Communication with Other Board Members

1. Board members are free to communicate with each other on a one-to-one basis.
2. Board members may not and shall not communicate with any other Board members for purposes of soliciting votes with respect to items of business that may come before the Board.
3. To avoid public speculation that the Open Meetings Act has been violated, Board members must exercise extreme caution at social functions and avoid gathering in groups of more than two Board members, and will avoid any discussion of Board business.
4. Board electronic and written communications regarding District issues must be routed through the Superintendent's office so that information can be disseminated and/or questions can be addressed. Board members must never respond "Reply All" in an email thread or in texts.
5. A Board member may discuss a District issue with no more than two other Board members. Board members shall be mindful of the [Texas Open Meetings Act](#) responsibility.
6. All written and electronic communication among Board members is subject to [The Texas Public Information Act](#).

### II. Board Member Communications with the Community

1. Board members are encouraged to participate in community activities as liaisons between the public and the District. When doing so, Board members are expected to:
  - a. Accurately relay information about the District's vision, beliefs, and goals.
  - b. Clarify a Trustee's limitations, obligations, and responsibilities as a member of the Board.
  - c. Support Board decisions.
  - d. Interact in a positive manner.
  - e. Listen politely and respectfully to comments.
  - f. Make no commitment on behalf of the Board or District.
  - g. Avoid criticism of District personnel and fellow Board members.
  - h. Refer questions about specific District activities to the appropriate staff person if they do not know the answers.
  - i. Be mindful that the Board member is seen and perceived as a Board member. Therefore, comments or statements are not made "off the record."

### **III. Communication with the Media**

1. The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
2. Media calls should be directed to the Superintendent for handling through the public information officer or Board President.
3. Board members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the respective Board member and not representative of the Board as a whole or the District.
4. It is recommended that new Trustees receive social media training.

### **IV. Board Member Communications with District 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 a personal conversation and in social settings as long as such communication does not circumvent the role and authority of the Superintendent. Circumvention occurs when the Board member intends to persuade employees, direct employees, elicit a position from employees, or obtain information from employees without the Board's knowledge or Superintendent's knowledge and/or consent.

### **V. Superintendent Communication with Board Members**

1. The Superintendent will strive to accommodate visits by Board members. When possible, these meetings and the topics to be discussed should be scheduled with the Executive Assistant to ensure that the Superintendent is available.
2. When a Board member wishes to meet formally with any other District employee, the Board member will inform the Superintendent. The Superintendent will schedule the meeting and contact the Board member.

### ***Attachment: ETHICS for School Board Members***

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**

1. I will be fair, just, and impartial in all my decisions and actions.
2. I will accord others the respect I wish for myself.
3. I will encourage expressions of different opinions and listen with an open mind to others' ideas.

#### **Trustworthiness in stewardship**

1. I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
2. I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
3. I will work to ensure prudent and accountable use of District resources.
4. I will make no personal promise or take private action that may compromise my performance of my responsibilities.

#### **Honor in conduct**

1. I will tell the truth.
2. I will share my views while working for consensus.
3. I will respect the majority decision as the decision of the Board.
4. I will base my decisions on fact rather than supposition, opinion, or public favor.

#### **Integrity of character**

1. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
2. I will consistently uphold all applicable laws, rules, policies, and governance procedures.
3. I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

#### **Commitment to service**

1. I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
2. I will diligently prepare for and attend Board meetings.
3. I will avoid personal involvement in activities the Board has delegated to the Superintendent.
4. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

#### **Student-centered focus**

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



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