Board Operating Procedures
Approved December 16, 2019
# Burnet CISD
# Board Operation Procedures
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I. Board Meeting Agenda

a. Placement of Items on the Agenda

i. In consultation with the board president, the superintendent shall prepare the agenda for board meetings.

ii. Any trustee may request that a subject be included on the agenda for a meeting.

iii. The superintendent shall include on the preliminary agenda all trustee-related topics that have been timely submitted.

iv. Before the official agenda is finalized for any meeting, the superintendent shall consult with the board president to ensure that the agenda and the topics included meet with the president’s approval. In reviewing the preliminary agenda, the president shall ensure that any topics the board or individual trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The board president shall not have authority to remove from the agenda a subject requested by a trustee without that trustee’s specific authorization.

v. The agenda for meetings of the board normally will be closed at noon of the fifth calendar day preceding regular meetings and at noon of the third calendar day for all other meetings. The notice of any emergency addendum to the agenda must be posted at least two hours before the meeting.

vi. The final agenda, with accompanying synopses and documentation, will be made available via Boardbook to the board on or before the Thursday, prior to the scheduled board meeting.

b. Consent Agenda

i. The consent agenda shall include items of a routine and/or recurring nature, grouped together as one action item.

ii. The superintendent, with the board president’s concurrence, shall determine which items qualify for inclusion in the consent agenda.

iii. Background material for each consent agenda item shall be furnished to the board in the meeting’s supporting documents.

iv. All consent agenda items shall be acted upon by one motion and one vote without separate discussion.

v. However, any board member may request that an item on the consent agenda be pulled for individual discussion and consideration
vi. The request to pull an item from the consent agenda may be made between the time the agenda is posted and prior to voting on the consent agenda. Board members are encouraged to make such requests prior to the Board meeting if possible.

II. Conduct During a Board Meeting

a. Audience Participation

i. Audience participation at a board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a board meeting, the audience shall not enter into discussion or debate on matters being considered by the board, unless recognized by the presiding officer.

ii. At regular meetings the board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

iii. At special meetings, and all other Board meetings, public comment shall be limited to items on the agenda posted with the notice of the meeting.

iv. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

v. No presentation shall exceed three minutes.

vi. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

b. Board Response to Patrons Addressing the Board

i. Board members will not respond to or enter into discussions with the speakers or the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda.

ii. Discussions by the Board of information provided during public comments, but not on the agenda, are not permitted.

iii. Superintendent may contact speakers of his own accord or at the request of a board member for a follow-up conversation at a time after the board meeting.
iv. Public comments may be on items listed on the agenda or other areas of district operations, but shall not include complaints or comments about individual students, employees or officials of the district. Speakers with specific complaints regarding students or District personnel shall be referred to board policy FNG (LOCAL) and the grievance process.

c. Voting
i. The board president shall have the right to discuss, make motions, resolutions, and vote on all matters coming before the board. (BDAA LOCAL)

ii. No member shall vote on a motion, and are expected to recuse themselves from the discussion on items, in which he or she has a direct pecuniary interest not common to other members of the board. BBFA LEGAL).

iii. When a proposal is presented to the board, a discussion shall be held and a decision reached. Although there may be dissenting votes, which are a matter of public record, each board decision shall be an action by the whole board binding upon each other.

iv. All votes, including, dissenting and abstaining (as a result of recusal from entire discussion, or opting not to cast a vote after taking part in the discussion) votes, shall be recorded in the minutes of the board meeting.

v. Board members are encouraged to vote based on their convictions but as team members, are expected to support the will of the board.

vi. Board members are expected to vote on all action items brought before the board unless there is a legitimate conflict of interest. In the case of a conflict, Board members are encouraged to disclose the conflict of interest.

d. Meeting Preparation
i. Board members will come to meetings prepared having read their agenda packet material.

ii. Clarifying questions should be addressed to the superintendent in advance of the meeting.

e. Executive Session
i. Board members will honor the confidential nature of executive session discussions.
ii. No one in attendance at an executive session for the board meeting will disclose the certified agenda, the tape recording or any aspect of the discussion that has taken place during that executive session, by penalty of law.

iii. No unauthorized recording of executive session is permitted.

III. Individual Board Members  

BBE (LEGAL); BBE (LOCAL); BBG (LOCAL)

a. Standard of Behavior: Board members will be knowledgeable of the Board of Trustees Code of Ethics and the code’s implications of their day-to-day actions.

b. Violation of Board Operating Procedures: Infractions of board operating procedures will result in the president meeting with and discussing the concern with the member, and thereafter reporting to the board.

c. Individual Board Member Authority

i. Board members as individuals shall not attempt to exercise any authority over the district, its property, or its employees.

ii. Except for appropriate duties and functions of the board president, an individual member may not act on behalf of the board without the express authorization of the board. Without such authorization, no individual member may commit the board on any issue.

iii. Board members will avoid personal involvement in activities the legislature or the board has delegated to the superintendent.

d. Board Member Requests for Information

i. Individual board members shall not direct or require district employees to prepare reports derived from an analysis of information in existing district records or to create a new record compiled from information in existing district records.

ii. Directives to the superintendent or custodian of the records regarding the preparation of reports shall be by board action.

iii. Information requested by a board member will be provided to all trustees.

e. Individual Board Member Access to Information
i. When acting in the member’s official capacity, a Board member has an inherent right of access to information, documents, and records maintained by the District. “Official capacity” means all duties of office and includes administrative decisions or actions. The District shall provide the information, documents, and records to the Board member without requiring the Board member to submit a public information request under Texas Government Code Chapter 552 (Public Information Act) and without regard to whether the requested items are the subject of or relate to an item listed on an agenda for an upcoming meeting. The District may withhold or redact information, a document, or a record requested by a Board member to the extent that the item is excepted from disclosure or is confidential under the Public Information Act or other law [see GBA]. Education Code 11.1512 does not require the District to provide information, documents, and records that are not subject to disclosure under the Family Educational Rights and Privacy Act of 1974 [see FL].

ii. The District shall post, in a place convenient to the public, the cost of responding to one or more requests submitted by a Board member under Education Code 11.1512(c) if the requests are for 200 or more pages of material in a 90-day period. The District shall report annually to TEA not later than September 1 of each year: 1. The number of requests submitted by a Board member under Education Code 11.1512(c) during the preceding school year; and 2. The total cost to the District for that school year of responding to the requests.

iii. When there are competing confidentiality or security concerns, it may be proper for the Board to establish reasonable procedures to preserve confidentiality, but the District may not absolutely prohibit an individual Board member from viewing records involving District business that are otherwise properly available to the Board as a governmental body. Atty. Gen. Op. No. GA-138 (2004)

iv. Individual board members shall seek access to record or request copies of record from the superintendent. When a custodian of records other than the superintendent provides access to records or copies of records to individual trustees, the provider shall inform the superintendent of the records provided.

v. Requests by board members for existing district information or documents should be made to the superintendent. The superintendent shall notify other board members of such requests. Information released to or viewed by individual board members remains subject to all rules and regulations related to the sharing of confidential information.

f. Complaints to Individual Board Member

i. If employees, parents, students, or other members of the public bring concerns or complaints to an individual board member, he/she 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. 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 then 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.

ii. Board members shall not conduct investigations of allegations on their own. Board members shall inform the superintendent of complaints first, and then, if dissatisfied with the response of the superintendent, may bring the matter to the attention of the board during executive session, if appropriate for executive session.

iii. The Board of Trustees encourages input. However, anonymous calls or letters, except those containing a clear and present threat to safety of persons or property, will not receive Board’s attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

iv. When the concern or complaint directly pertains to the board’s own actions or policy, for which there is no administrative remedy, the trustee may request that the issue be placed on the agenda.

g. School Events – board members are encouraged to attend school events and will be recognized/introduced only when in attendance as an official representative of the board of trustees (graduation ceremonies, certain banquets, etc.) and will set an example of good sportsmanship at all competitive events. Board members must exercise caution at social functions and avoid gathering in groups of more than two board members and will avoid any discussion of board business.

IV. Campus Visits by Board Members

a. All visitors to the schools, including parents and board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal’s office. Board members are required to adhere to the visitor policy regardless of whether the visit is in their official capacity, as a parent/relative or as a member of the public.

b. Board members will notify the superintendent prior to visiting a campus or district department in an official capacity and are encouraged to notify campus principals for all visits with the exception of sporting events, concerts and
other activities to which the public is invited.

i. Board members shall not visit a campus in an attempt to evaluate or direct personnel.

ii. It is often difficult for staff members to view board members as parents rather than as board members. When visiting a campus or classroom as parents, board members shall observe protocol as follows:
   1. Make it clear that they are acting as parents.
   2. Follow the same rules and guidelines for all parents regarding campus visits.
   3. Never request nor accept extraordinary consideration for their children.
   4. Attempt to set a positive example for other parents.

V. Communications

a. Board Member Communication with the Media
   i. The superintendent serves as the official spokesperson for the district and the board president serves as the spokesperson for the board team to the media/press on issues of media attention.
   ii. Media calls should be directed to the board president or superintendent.
   iii. Board members asked for individual comments or opinions by the media/press are discouraged from responding and should direct the media/press to the superintendent or board president. However, if a board member chooses to respond they will qualify statements as being the opinion of the individual board member and not representative of the board as a whole or the school district.
   iv. Board members need to consider that social media posts discussing or mentioning Burnet CISD can be misconstrued as representing the position of the Board and district. As a result, Board members are expected to use caution when posting items related to BCISD on social media or responding to any BCISD related social media posts.

b. Communication Between Board Members: For the purpose of this document, “communications” includes electronic communications, including email correspondence and text messaging.
   i. Board members are free to communicate with each other on a one-to-one basis.
   ii. 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.
iii. Unless a committee meeting has been posted according to the Open Meetings Act, board members that are not serving on the committee are not to attend the committee meeting.

iv. Communications should not be sent from one board member to more than two other board members, even if no reply is requested, expected, or received.

v. Board members who have received a message should not forward it if the result is that a quorum of board members will receive the message, counting the original sender and recipients.

vi. If a board member 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.

vii. Board members are not to respond to or forward any electronic communications to all recipients.

viii. Board members are reminded that all written communications related to school business are potentially subject to disclosure if requested under the Texas Open Records Act.

c. Board Member Communication with District Staff

i. Board members have the same rights as others to communicate with district employees regarding issues involving their own children.

ii. 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. Circumvention occurs when the board member’s intent is 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.
VI. Superintendent Evaluation

CRITERIA
The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals and may at any time conduct and communicate oral evaluations to augment its written evaluations. The written evaluation shall be based on the Superintendent job description [see BJA] and other criteria identified by the Board.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

OBJECTIVES
The Board shall strive to accomplish the following objectives in conducting the Superintendent's evaluation:

1. Clarify to the Superintendent his or her role, as seen by the Board.

2. 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.

3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.

4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.

5. Ensure administrative leadership for excellence in the District.

FORMATIVE EVALUATIONS
Formative evaluations will be conducted in closed session three times annually, at approximately three-month intervals.

The formative evaluation process will consist of the Board meeting in closed session to review current district progress toward goals and objectives set forth in the Superintendent Evaluation Instrument. The Board will then discuss with the Superintendent areas of accomplishment as well as areas in need of additional focus. The Board will develop a consensus document summarizing results of the formative evaluation. The document will be signed by all Board members present and provided to the Superintendent in a timely manner. The first formative evaluation that occurs following the annual Board
A summative evaluation will be conducted in closed session annually in September and will 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 brought to the evaluation meeting.

b. The Board will review, as a team, each section of the evaluation instrument and arrive at a consensus rating and set of comments. The Board will meet with the Superintendent to discuss the evaluation.

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. Other Board members may be provided a copy if requested. A sealed copy will be placed in the Superintendent’s personnel file.

d. Individual Board members may choose to share with the Superintendent copies of their individual 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 Freedom of Information Act. However, as part of the posted evaluation agenda item, the Board may issue a public statement regarding the overall level of satisfaction of the Board regarding the Superintendent’s performance.

f. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance.
SUPERINTENDENT: EVALUATION

PENALTY FOR NONCOMPLIANCE

Funds of the District may not be used to pay a Superintendent who has not been appraised in the preceding 15 months. 

*Education Code 21.354(d)*

APPRAISAL PROCESS

The Board shall appraise the Superintendent annually using either:

1. The commissioner's recommended appraisal process and criteria [see BJCD(EXHIBIT)]; or
2. An appraisal process and performance criteria that are:
   a. Developed by the District in consultation with the District- and campus-level committees; and
   b. Adopted by the Board.

*Education Code 21.354(c)*

BCISD PROCESS

1. Evaluation is conducted every September in closed session with formative reviews on a quarterly basis. 
2. In September, the board will also review contract and salary with the superintendent. 
3. The review will be based on job expectations, annual goals, priorities, and the quarterly informal reviews. 
4. The evaluation instrument utilized shall be developed collaboratively between the superintendent and the board, adopted in advance, and based on observable, job-related behavior. 
5. The superintendent’s evaluation is confidential by law.

ANNUAL PERFORMANCE REPORT

The information in the annual report describing the educational performance of the District [see BQ series] shall be a primary consideration of the Board in evaluating the Superintendent.
VII. Board of Trustee Elections

a. Board members elected in a challenged or non-challenged race will be sworn in and seated at the first board meeting after the election.

b. Outgoing board members will be invited to sit on the platform during the graduation ceremonies immediately following that election.

c. Former board members will be afforded the opportunity to present a diploma to a child of theirs that is graduating from high school. This courtesy is extended for children of board members and is not applicable for any other relatives or friends of board members. Former board members wishing to present a diploma to their children must present the request in writing to the superintendent by May 1 of the graduating year.

d. Election of Officers will take place at the next Regular Board Meeting following members taking the oath of office.

VIII. Naming a School Building in Burnet CISD

a. Buildings and facilities must be named for:
   - Historical, geographical or community sites;
   - Significant individuals or families (must be deceased);
   - Significant state or national figures (must be deceased).

b. Nominations are accepted from the community.

c. Nominations are reviewed by a board-appointed Naming Committee.

d. The Naming Committee forwards its recommendation to the Board of Trustees.

e. The Board of Trustees makes the final decision and approves the name of the building.

IX. Standing Committees

a. Board Finance and Assurance Committee.
   This committee will meet twice a year and be tasked with monitoring the fiscal management of the school district by reviewing documents such as: check register, journal entries, cash receipts, employee reimbursements and payroll-employee listings (similar to an internal audit that larger districts conduct). The committee will be comprised of three Board Members (2 permanent and 1 rotating), the Director of Business and Finance, the Accounting Coordinator, and the Superintendent.