

Moody ISD Board Operating Procedures



Moody ISD
12084A S Lone Star Pkwy, Moody Texas, 76557
Phone: 254-853-2172 Fax: 254-853-2886

Approved: June 14, 2017

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BOARD MEMBERS ETHICS

Policy BBF (LOCAL)

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

I will be fair, just, and impartial in all my decisions and actions.
I will accord others the respect I wish for myself.

TRUSTWORTHINESS IN STEWARDSHIP

- I will encourage expressions of different opinions and listen with an open mind to others' ideas.
- 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.

HONOR IN CONDUCT

- 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.
 - I will tell the truth.
 - I will share my views while working for consensus.

INTEGRITY OF CHARACTER

- 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.

COMMITMENT TO SERVICE

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.

STUDENT- CENTERED FOCUS

- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policy making, 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.
 - I will be continuously guided by what is best for all students of the

CODE OF CONDUCT

Policy BBF Local

I realize that to be the most effective advocate for children, we, as the Board, must function as a team. To this end, I pledge to adhere to the principles listed below. Should I, for whatever reason, fail to follow these guidelines, I ask my fellow Board members to call it to my attention. When that happens, I pledge to accept the feedback in a constructive manner without anger or finger-pointing, and to renew my efforts to follow this code of conduct.

1. I will deal with issues and not personalities.
2. I will respect the views of other Board members.
3. I reserve the right to disagree, but I will not be disagreeable. Nor will I harbor grudges against other Board members from past issues or events.
4. I will treat other Board members and school employees in a professional manner.
5. I will fully discuss and share information on Board issues and will not blindside the administration or the Board.
6. I will respect the confidentiality of executive sessions and any privileged information shared with me by a Board member or the Superintendent.
7. I will seek to inform and include all Board members in my discussion of issues.
8. I will always hold the interests of students above those of individuals or special interest groups.
9. I will not seek to align a majority vote of Board members on an issue outside the regular Board meeting.
10. I will seek to continually improve my knowledge, skills and abilities as a Board member.
11. When I learn of an error I have made, I will report the error to the Board.
12. I will attend and be prepared for all Board meetings.



MISSION STATEMENT

POLICY AE (LOCAL)

Mission Statement

Moody ISD will equip students with the tools and abilities to be competitive in a global society, while upholding the traditions, pride and trust of the community.

2016-17 Moody ISD District Goals

- 1. The district will exceed all state mandated academic goals.**
- 2. The district will have a budget that is aligned with the academic needs of the students.**
- 3. The district will have a competent faculty and staff that meet the needs of the students.**
- 4. The district will collaboratively plan and communicate with parents and the community.**
- 5. The district will offer a curriculum that prepares students for 21st century job skills.**
- 6. The district will have a comprehensive athletic program K-12.**

Board Operating Procedures Moody ISD

In effective school systems, the Superintendent and the Board function as a "Team of Eight." A structured approach to first 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 Moody 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 Moody ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the district.



I. DEVELOPING BOARD MEETING AGENDA

Policy BE

- A. Who can place items on agenda and guidelines:
 - 1. Agendas are created by the Superintendent and Board President with notice presented to the Board on the Friday prior to any regular Wednesday meeting.
 - 2. Board members must submit items for inclusion on the agenda, in writing or verbally to the Superintendent or Board President, by noon of the seventh day before regular meetings and noon of the sixth day before special meetings.
 - 3. In accordance with Texas Open Meeting Law, no item can be placed on the agenda less than 72 hours in advance of a meeting, except in an emergency as defined by law (*Texas Code*).
 - 4. The Board President shall ensure that all timely submitted trustee requested agenda items requested by at least two school board trustees are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
- B. Items that will not be heard in open session:
 - 1. All personnel issues unless an exception under the Texas Open Meetings Act applies.
 - 2. Anything that could violate an individual's right to privacy
 - 3. All exceptions as covered in the Texas Open Meetings Act.
- C. Consent agenda items are routine or recurring items and are generally acted upon by one vote. Board members are furnished with all background material related to consent agenda items 72 hours prior to the Monday Board Meeting.
 - 1. Minutes of regular and special meetings

2. Business Financial Information
3. Administrative reports

II. MEMBER CONDUCT DURING BOARD MEETINGS

Policies BED, BE

(Four members present constitute a quorum for a meeting.)

In addition to the following procedures, board members shall adhere to the Board Code of Conduct at all times.

A. Persons addressing the Board:

1. Audience participation at board meetings is limited to the portion of the meeting designated as Open Forum. The audience may not enter into a discussion or debate on matters being considered by the board at any other time during the meeting, unless recognized by the presiding officer. No presentation shall exceed three minutes. Delegations of five (5) or more persons shall appoint one spokesperson to present their views to the Board
2. At regular board meetings the board shall allot a total of thirty (30) minutes to hear persons who desire to make comments to the board. 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. Each speaker is limited to three minutes.
3. Persons addressing the Board in Open Forum shall be given up to five (5) minutes.

"Forms will be made available for persons wishing to the address the Board.

2. Board response to persons addressing the Board:

- a. Board members can hear comments.
- b. The Board President may direct the administration to investigate item(s) and report back to the Board.
- c. Board members cannot respond or enter into discussion with the audience during the meeting
- d. Items on the agenda will be discussed as appropriate and scheduled on the agenda
- e. Items not on the agenda do not permit Board members to respond or discuss except to make specific factual statements or recitation of existing policy.

3. Hearings and Presentations

- a. The Board will conduct all hearings or presentations in accordance with the applicable board policy(s) (e.g. *DGBA, FNG, GF*).
- b. During hearings or presentation, board members will seek legal counsel as deemed necessary.

4. The Board shall observe the parliamentary procedures in *Robert's Rules Of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. (*BE Local*)

5. Discussion of Motions:

- a. All discussion shall be directed solely to the business currently under deliberation.
- b. 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 before the Board.



III. VOTING

- A. Voting shall be by voice or show of hands, as directed by the Presiding Officer.
- B. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- C. The Board President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board. (*BDAA Local*)

IV. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

Policy BBE

- A. When acting in his or her official capacity, an individual Board member shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from member of the general public in accordance with the Public Information Chapter of the Government Code.
- B. Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records. (*FL Legal and Local*)
- C. Individual members shall seek access to records or request copies of records from the Superintendent or other designated custodian of records.
- D. Individual 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. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.
- E. At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements.



V. REQUESTS/COMPLAINTS TO INDIVIDUAL BOARD MEMBERS

Policies BBE, DGBA

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board Member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy.

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.

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Request/Complaint to Individual Board Members

Guidelines

- The Board member shall refer all persons to the Superintendent or appropriate administrator .
- The Board member shall not become individually or personally involved in the request or complaint.
- The Board member shall remain impartial in the event the situation comes before the Board.
- The Board member shall notify the Superintendent or Board President as quickly as possible in regard to any request or complaint.
- Board members will be notified of the disposition of the complaint or request as deemed appropriate by the Superintendent

VI. BOARD MEMBER VISIT TO CAMPUS GUIDELINES

Policy GKC

- A. Board members are encouraged to visit all schools and attend special events.
- B. Board members must sign or check-in at any district/campus office, state the reason for their visit, and display their driver's license or other government issued form of photographic identification prior to proceeding elsewhere on the campus, when they are not attending a scheduled activity.
- C. Board members shall not go into teachers' classrooms or campuses for the purpose of performance evaluation or investigation of employees.



VII. COMMUNICATIONS

Guidelines

- A. The Superintendent will meet with the Board President on a routine basis to review meeting agendas, etc.
- B. The Superintendent will communicate information to all Board members in a timely fashion via email transmittals, phone calls, mailings, etc. and in the weekly communication to the board.
- C. If a Board member has a concern with regard to any aspect of the Superintendent's duties or performance, he/she should go to the Superintendent and discuss the problem.
- D. Board members' will not reprimand or provide direction to staff. Directives to the Superintendent shall be in the confines of a duly called Board meeting.
- E. Board members will not attempt to exert pressure or influence on the staff in order to coerce them into making particular

- recommendations or decisions.
- F. Board members will not individually contact or conduct interviews with prospective employees.
 - G. Individual Board members cannot speak in an official capacity for the Board unless otherwise authorized by the Board.
 - H. Board members will not give unsolicited recommendations for candidates for jobs throughout the district.
 - I. Board members will not direct personnel to consider vendors other than those recommended through the competitive bidding or proposal process.
 - J. Board members will not communicate through email or in other medium with each other in a manner that is not in compliance with the Texas Open Meetings Act.



VIII. COMMUNICATION WITH LEGAL COUNSEL

Guidelines

- A. Individual Board members shall channel legal inquiries through the Superintendent or Board President, as appropriate, when advice or information from the District's legal counsel is sought.
- B. Staff requests for legal advice from the District's legal counsel shall be submitted through the Superintendent or designee.
- C. A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.



IX. EVALUATION OF SUPERINTENDENT

Policy BJCD

- A. The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description and performance goals and shall be adopted by the Board.
- B. The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.
- C. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting.
- D. In conducting the Superintendent's written evaluation, the Board shall strive to accomplish five (5) objectives outlined in local policy BJCD.

E. The Board may at any time conduct and communicate oral evaluations to augment its written evaluation.

Superintendent Evaluation Planning Calendar

Dec-Jan	Team of 8 Training (November elections, Superintendent's midyear report shared with the board; blank evaluation form provided to Board, copy of superintendent contract, and comparison information regarding superintendents' salaries and benefits distributed to board members.
January	Formative evaluation; superintendent gives progress report on this year's performance goals (Board reviews individual evaluations, compiles a composite evaluation reflecting board consensus on ratings, and meets with the superintendent to discuss the evaluation.)
June	Board workshop to review District data as requested by the Board
September	Board workshop to review instrument and process; revise if needed and adopt instrument for the coming year. Superintendent incorporates priorities from district goals and superintendent performance goals into district improvement plans.
October	Board reviews superintendent evaluation policy and confirms dates and process for January formal evaluation. District Level Team reviews evaluation process and instrument.
June/July	Board sets workshop to review and update district goals using data from most recent school year.
June / August	Board workshop to develop superintendent performance goals using district goals, data from campus principals report, and results of most recent summative evaluation; determine progress reports needed and dates to present to board.

X. BOARD SELF-EVALUATION

Policy BG

The Superintendent and Board function as a *Team of Eight*. Evaluation of the Board and Superintendent is an indication of the success the *Governance Team* is having in meeting established goals.



XI. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

Policy BDAA

- A. The Board shall elect a President, Vice-President, and a Secretary who shall be members of the Board.
- B. Officers shall be elected by majority vote of the members present and voting.
- C. If possible, no board member can hold the office of president without three years of board experience or any other office without two years of board experience.
- D. A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
- E. Board officers shall serve a term of one year or until a successor is elected. Officers may succeed themselves in office.
- F. Officer elections are held in December of each year at the first regular meeting following the November trustee election.
- G. Board members should submit written nominations for President to the Board Secretary at least 96 hours prior to the regularly scheduled December board meeting.

XII. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

Policies BBE, BDAA

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of duties.
- C. The Board supervises and evaluates the Superintendent.
- D. In addition to the duties required by law, the President of the Board shall:
 1. Preside at all meetings unless unable to attend,
 2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
 3. Appoint Standing Committees and Chairs for those committees.
- E. The Vice President of the Board shall:
 1. Act in the capacity and perform the duties of the President of the Board in the event of absence or incapacity of the President.
 2. Automatically become President of the Board if a vacancy in that office occurs.
- F. The Secretary of the Board shall:
 1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
 2. Ensure that notices of Board meetings are posted and sent as required by law.
 3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
 4. Sign and countersign documents as directed by action of the Board
 5. In the case of our district being declared a State or Federal disaster area, the order of succession beyond the secretary shall be tenure on the board by members present.



XIII. ROLE OF BOARD IN CLOSED SESSIONS

Policy BE

- A. The presiding officer shall publicly announce that the Board will convene into a closed meeting or that a closed meeting is to be held and identify the section or sections of the *Open Meetings Act* or other applicable law under which the closed meeting is being held. (*Gov't Code 551.101*)
- B. The Board can only discuss those items posted on the agenda and as allowed by the *Texas Government Code* (and/or *Education Code*).
- C. Any action by the Board will be taken in open session.
- D. Information discussed during closed session shall remain confidential.



XIV. MEDIA INQUIRIES TO THE BOARD/INDIVIDUAL BOARD MEMBERS

Board members shall direct media or press calls on issues of media attention to the Board President or Superintendent

Individual statements and responses by Board members are only individual and not representative of the entire Board. Any individual Board member making statements to the press will emphasize they are not speaking for the Board.



XV. ANONYMOUS CALLS AND/OR LETTERS

The Moody Board of Trustees encourages input. Board members should refer phone calls with concerns or complaints to the appropriate administrator pursuant board policy. If a Board member receives an anonymous call, the Board member should encourage the person to identify themselves and the nature of their call so they can be referred to the appropriate administrator to handle the complaint or concern.

Signed letters should be forwarded to the Superintendent who will send an acknowledgment to the originator of the letter. The Superintendent will respond and address any concerns or complaints.



XVI. REQUIRED BOARD TRAINING

Policy BBD

Each trustee must complete any training required by the State Board of Education. The minutes of the last regular meeting of the Board held during calendar year must reflect whether each trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. (*Education Code 11.159*)

Continuing education for board members includes orientation sessions, an annual team building session with the Board and the Superintendent, and specified hours of continuing education based on identified needs.

Overview of Continuing Education Requirements for School Board Members

Continuing Education Required of Local School Board Members	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	At least 3 hours Required within 60 days of election or appointment	Not required	Local district
Orientation to the Texas Education Code	1	3 hours Required within 120 days of election or appointment	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session:</i> Length determined by issues addressed in legislation	Any registered provider
Team-building Session/Assessment of Continuing Education Needs of the Board-Supt. Team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessment needs and the Framework for Governance Leadership	3	At least 10 hours	At least 5 hours each year	Any registered provider
Continuing Education Required of All Elected Public Officials - Effective 1/1/2006		First Year Board Member	Experienced Board Member	Provider
Open Meetings Training		1 hour Required within 90 days of election or appointment		Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement (BBD Local)		Attorney General's Office or other approved provider

Texas Association of School Boards, Leadership Team Services www.LTS.tasb.org Updated



XVII. BOARD MEMBERS AS PARENTS

Guidelines

While Board members have no authority over staff members, it is often difficult for staff members to view the Board member as a parent rather than as a Board member. Board Members are encouraged to:

- A. Make it clear that they are acting as parents;
- B. Board members should not request nor accept extraordinary consideration for their children.

XVIII. REIMBURSABLE EXPENSES

Policy BBG

- A. A Board member shall be reimbursed for reasonable, allowable expenses for:
 - 1. Carrying out Board business at the Board's request;
 - 2. Mileage, commercial transportation, parking, lodging, meals and other incidental expenses while attending meetings or conventions as official representative of the Board.
- B. Board members shall not be reimbursed for:
 - 1. Expenses of family members who travel with Board members.
 - 2. Alcoholic beverages.

XIX. CAMPAIGNING FOR ELECTION OR RE-ELECTION

Guidelines

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

See policy BBB, Elections.

XX. GOAL SETTING

Guidelines

- A. A goal setting workshop will be conducted annually to develop long and short term plans for the district.
- B. Superintendent priorities will be based on goals each year.
- C. The Board will conduct an annual and semi-annual review of the district's goals.

