

Bloomington Independent School District Board of Trustees

Standard Operating Procedures

GENERAL INFORMATION

The seven member Board of Trustees is the school district's policy-making body and the official representative of the community. Its goal is to ensure quality educational opportunities for all students in the district. The Board functions according to state and federal laws, regulations of the State Board of Education, the State Commissioner of Education, the State Board of Educator Certification, and the will of the people as expressed in elections.

The Board of Trustees, while composed of individuals, acts officially as one body. No member or group of members act in the name of the Board except when authorized by the Board to do so.

The seven trustees are elected for rotating four-year terms. Elections are held biennially on the November uniform election date. Although elected to numbered positions, trustees represent the district as a whole, not a specific geographic area.

Regular Board meetings are held the third Monday of the month at 6:30 p.m. District policy allows the Board to change the day or site of the meetings, or to hold special meetings, emergency meetings and work sessions. In all areas, public notice is made in advance and the local news media is notified. Meetings are also posted at the Administration Building on 167 N. Williams St, Placedo, Texas. Regular meetings are held in the Boardroom located at Bloomington High School.

1. TYPE OF BOARD MEETINGS:

- A. Regular – Usually held the third Monday of each month at 6:30 p.m. (Seventy-two hour notice required.)
- B. Special - Held at the President’s discretion or on request of two or more Board members. (Seventy-two hour notice required.)
- C. Emergency - Held when the President or two or more members determine an emergency or urgent public necessity exists. (Two hour notice required.)

2. DEVELOPING THE BOARD MEETING AGENDA

- A. Who can place items on the agenda?
 - 1. Tentative agendas are created by the Superintendent and Board President and given to the Board by the Wednesday preceding the regular Board meeting.
 - 2. Board members must request to the Board President or Superintendent in advance any item they wish to have considered for placement on the agenda.
 - 3. Only the Superintendent or Board President may place an item on the agenda. If two Board members request to the Board President or Superintendent an item for the agenda, it must be placed on the agenda.
 - 4. In accordance with Texas Open Meetings Act, no item can be placed on the agenda less than seventy-two hours in advance of the meeting, except in an emergency as per the Texas Open Meetings Act.
- B. Items that may be discussed in closed session:
 - 1. Attorney consultation
 - 2. Real Property
 - 3. Prospective gift(s)
 - 4. Personnel matters
 - 5. Student discipline
 - 6. Employee complaints
 - 7. Security devices
 - 8. Assessment instruments

C. Use of consent agenda:

For items listed under the consent agenda, the Board has been furnished with background material on each item and/or it has been discussed at a previous meeting. All items on the consent agenda shall be acted on by one vote without being discussed separately unless requested by a Board member, in which case the item shall immediately be withdrawn for individual consideration.

Items that can be included on the consent agenda are:

- Routine items
- Annual renewals of Region III and TEA items
- Budget amendments
- Gifts, donations, and bequests
- Financial information
- Minutes of Board meetings
- Updates of Board policy
- Other items deemed appropriate by the Board President and Superintendent

3. MEMBERS CONDUCT DURING BOARD MEETINGS:

Any time four or more Board members are gathered for the purpose of discussing school business, it is considered a meeting.

A. Patrons addressing the Board:

Patrons have two avenues to address the Board:

1. They may place an item on the agenda by filing a request in writing to the Superintendent after exhaustion of administrative remedies.
2. They may speak at the regular meeting, during the “Public Comments” portion, as long as they sign up before the meeting begins.

B. Board response to patrons addressing the Board:

1. The Board President designates time limits for patrons.
2. The Board President recognizes all Board members prior to Board members asking clarifying questions.

C. Items on the Agenda:

1. The Board may make whatever response or take whatever action it deems appropriate to handle a citizen's request that has been listed on the agenda.

D. Public Comments:

1. The Board will not allow duplicate testimony/presentations.
2. Board members will listen to Public Comments presentations but can take no action or deliberate.
3. Board President can direct administration to investigate item(s) and report back to the Board at subsequent meeting.

E. Discussion of employee performance (Board/audience)

1. The Board will not entertain audience comments on individual personnel during the public comments portion of the meeting.
2. The Board will not entertain audience comments on individual students ~~in~~ during the public comments portion of the meeting.

F. Complaints

1. Complaints should be resolved at the lowest administrative level possible.
2. Three policies provide a specific, clear process to handle complaints:
Employee complaints/grievances - DGBA
Student and parent complaints - FNG
Public complaints - GF
3. All three policies rely on the "Principal-Superintendent-Board" chain of command and resolution. A formal procedure is used in which written complaints are filed first with the principal.
4. A presentation before the Board is the final step in the complaint process.
5. Sometimes complaints are inadvertently brought first before the Board during the Public Comments portion of a regular Board meeting. The Board is under no obligation to hear such complaints before administrative remedies have been pursued. The Board president should direct the person to the appropriate complaint process.

6. Complaints are heard in Board meetings as scheduled agenda items, which allows the Board to take action on the complaint during the same meeting.
 7. The lack of a response by the Board upholds the administrative decision at Level Two. Announcing a decision in the complainant's presence constitutes communication of the decision.
- G. The Board shall observe the parliamentary procedures in Robert's Rules of Order.
- H. Discussion of motions:
1. All discussions shall be directed solely to the business currently under deliberation.
 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 before the Board.
- I. The Board President shall recognize a non-Board member prior to that person giving his comment(s).

4. VOTING:

- A. The Board President will vote on all agenda items for which action is required.
- B. In order for a motion to pass, it requires a majority of the quorum. Since a quorum requires four or more Board members in attendance, a motion cannot pass on two votes.

5. AN INDIVIDUAL BOARD MEMBER'S REQUEST FOR INFORMATION OR REPORT:

- A. Board members shall request information and/or reports through the Board President or Superintendent. If the Board President or Superintendent questions the request, the request goes to the full Board for a majority vote.
- B. Members may also request information by Board action or by the request of an individual member made in a Board meeting after discussion by the Board as a whole.
- C. The Superintendent, as requested or as directed by the Board President, will gather the information and/or report and disseminate it in a timely manner to the entire Board.
- D. All information requested will be disseminated to all Board members equally.

6. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER:

A. The Board member should hear the citizen's problem for a full understanding of persons involved, date, and place.

1. Repeat the problem back verbatim to the citizen.
2. Refer citizen to the appropriate person/chain of command and the complaint procedure as outlined in Board policy.

MUST GO THROUGH COMMAND CHAIN.

3. Remind the citizen of due process and that the Board member must remain impartial in the event the situation comes before the Board.
4. Inform the citizen that the Superintendent will be notified of the complaint or action cannot be taken.

B. Board members are encouraged to report complaints to the Superintendent.

C. The Superintendent will ensure that the citizen is contacted in a timely fashion. Board members will be notified if the Superintendent deems it appropriate.

7. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER:

A. The Board member will hear the employee's problem for a full understanding of persons involved, date, and place.

1. Repeat the problem back verbatim to the employee.
2. Remind the employee of the complaint procedure (DGBA[LOCAL]) and remain impartial.
3. Refer the employee to the appropriate person/chain of command.

MUST GO THROUGH COMMAND CHAIN.

B. Board members are encouraged to report the complaint to the Superintendent.

C. The employee will be contacted by the Superintendent in a timely fashion. Board members will be notified if the Superintendent deems it appropriate.

8. BOARD MEMBERS' VISITS TO SCHOOL CAMPUSES:

- A. All Board members are encouraged to attend any school's events as their time permits to represent their support.
- B. Board members shall *not go* unannounced into any individual building or teacher's classroom for the purpose of evaluation.
- C. Upon arrival at the campus, Board members must check in at the principal's office.

9. COMMUNICATION:

- A. The Superintendent will communicate with all Board members as needed.
- B. The Superintendent will meet with the Board President on a routine basis to discuss issues of the District.
- C. The Superintendent will communicate information in a timely fashion to the board President and to all Board members as directed.
- D. The Board will keep the Superintendent informed via mail, telephone, personal visit, and/or fax.
- E. The Board will communicate with its community through regular Board meetings, regular publications, public hearings, or other methods as needed.
- F. Individual Board members cannot speak in an official capacity outside the Board room.

10. EVALUATION OF THE SUPERINTENDENT:

- A. Each Board member completes and brings to the Board meeting the appraisal instrument.
- B. The evaluation is conducted in closed session by consensus.
- C. The evaluation shall be conducted semi-annually beginning in the months of January or February.

11. EVALUATION OF THE BOARD:

- A. The Superintendent and Board function as a team of eight.
- B. An evaluation to determine team needs shall be conducted by consensus annually.
- C. The Board will usually conduct their self-evaluation in October or December.

12. PROCESS FOR SELECTING BOARD OFFICERS:

- A. Election of Board officers is held following the regular trustee election which is held on the November uniform election date.
- B. The current Board President shall declare all offices open for nominations. Offices shall be filled in this order:
 - 1. President
 - 2. Vice-President
 - 3. Secretary

13. ROLE AND AUTHORITY OF BOARD MEMBERS AND/OR BOARD OFFICERS:

Established by State Law

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. President:
 - 1. Shall preside at all Board meetings
 - 2. Appoint committees
 - 3. Shall call special meetings
 - 4. Sign all legal documents by law or Board policy
- D. Vice-President:
 - 1. Shall act in capacity of President in absence of the President
- E. Secretary:

1. Cause accurate records of Board meetings to be kept.
2. Call meeting to order and conduct election for President Pro-tem in absence of President and Vice-president
3. Sign notices of Board meetings, official minutes, and other documents as required.

14. THE ROLE OF THE BOARD IN CLOSED SESSION:

- A. The Board can discuss only those items listed on the agenda as limited by law.
- B. The Board must vote in open session.
- C. Information during closed session must remain confidential.

15. MEDIA INQUIRES TO THE BOARD:

- A. The Superintendent or Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
 1. All Board members who receive calls from the media/press should direct them to the Board's spokesperson and notify the Board President and the Superintendent of the call.

16. ANONYMOUS PHONE CALLS/LETTER:

- A. The Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to administration.

17. REVIEWING BOARD OPERATING PROCEDURES:

- A. The Standard Board Operating Procedures will be reviewed and updated as needed or on an annual basis.