



BOARD OF TRUSTEES

OF THE

GARLAND INDEPENDENT SCHOOL DISTRICT

OPERATING PROCEDURES

Approved July 23 2024

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BOARD GOVERNANCE

The Board shall constitute a body corporate and shall have the exclusive power to govern and oversee the management of the public schools of the District. *Education Code 11.051(a), 11.151(b)*
No Board Member or officer has authority outside the Board meeting.

Policy Ref: BA (LEGAL)

BOARD MISSION AND GOALS

The Board shall approve and periodically review the District's mission and goals to improve student performance. The Board must approve Board goals and recurring agenda items calendar for board action items by the end of August. The mission, goals and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4.

Policy Ref. BQ (LOCAL)

(Board of Trustees' Goals are included in Appendix)

A Retreat and/or Workshop may be scheduled as necessary to develop and/or revise the Board Goals.

BOARD MEETINGS

Scheduled meetings shall normally be held on the second and fourth Tuesdays of each month. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board and/or Superintendent.

The President and/or Superintendent shall call an emergency meeting when it is determined by the President or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

The Agenda

Before the official agenda is finalized for any meeting, the Superintendent and Board Service Manager shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. The agenda will be reviewed by counsel before posting. Any Trustee may request that a subject be included on the agenda for an upcoming meeting during the "Future Agenda Items", and the Superintendent shall include on the preliminary agenda of the meeting all Trustee requested topics that have been timely submitted. The Agenda Review Advisory Group shall prepare and review the agenda for all Board meetings in a timely manner.

Notice to Trustees

Trustees shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting, unless otherwise provided by state laws and regulations and/or the Texas Attorney General.

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

Closed Meeting/Executive Session

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting.

Trustees can only discuss those items listed on the closed session agenda and as limited by law. Trustees must comply with confidentiality requirements. Trustees who disclose confidential information discussed during closed session violate the Board Member Code of Ethics. Depending upon the nature of the information and the method by which it is released, a Trustee could be held liable for both civil and criminal sanctions. Any Executive Session topics requiring action must be voted on in public session.

Policy Ref: BED (LOCAL)

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Trustees.

Rules of Order

The Board shall observe the parliamentary procedures as 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 majority vote of the Trustees present.

Voting

Voting shall be by voice vote, electronic means, or show of hands, as directed by the President or the presiding officer.

When a vote is not unanimous, the presiding officer may poll the Board. Any Trustee may abstain from voting, and a Trustee's vote or failure to vote shall be recorded upon that Trustee's request. [See BDAA (LOCAL) for the Board President's voting rights]

Consent Agenda

A consent agenda shall include those unmodified items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Trustee requests that an item be withdrawn for individual consideration.

The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall either be noted by minutes or by recording. The minutes and recordings of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during scheduled office hours.

Discussions and Limitations

Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as Trustees wish to address themselves to an item under consideration.

Policy Ref: BE (LOCAL)

Public Forum

At all called, posted and noticed meetings the Board shall schedule a time to hear input from citizens in accordance with the Texas Open Meetings Act. Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with Board Policy BED(LOCAL). Public Forum shall occur at the beginning of the meeting. Except as permitted by Board Policy BED (LOCAL) and shall not exceed three minutes per speaker.

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 requested by the presiding officer.

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or Board Service Manager before the meeting begins, shall fully fill out the comment cards provided by the District, and shall indicate the agenda item or topic on which they wish to address the Board.

Policy Ref: BED (LOCAL)

Complaints and Concerns

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA Series

Student or parent complaints: FNG Series

Public complaints: GF Series

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Board's Prerogative to Invite Input

These guidelines shall not prevent the Board from consulting with persons who have information that is germane to the topics under consideration. Such persons may be invited by the Board and may include attorneys, architects, professional educators, business persons, and

patrons.

Policy Ref: BED (LOCAL)

Trustees' Participation at Meeting via Video Conferencing

Trustees are expected to be in attendance and present at each meeting of the Board. However, state law expressly provides that Trustees may participate via videoconferencing. As such, the Board has determined that each Trustee may participate via Videoconferencing at up to two meetings per district fiscal year. The Trustee wishing to participate via videoconferencing shall provide the Board President and Board Clerk Board Service Manager advance notice, at least 24 hours prior to the meeting. Such participation will be done in accordance with the Texas Open Meetings Act and other rules in this area. The Board may continue the meeting without a videoconferencing Trustee if the audio or video connection is lost and a quorum remains at the physical location of meeting. The videoconferencing Trustee shall be considered absent from any portion of the meeting during in which the audio or video communication with the Trustee is lost.

Prior to participating in closed executive session by videoconferencing, the Trustee asking to participate remotely shall certify to the Board that he or she is the only person who can hear or see the closed portion of the meeting and that he or she is not recording the closed session.

This section does not apply to exceptions made under the Texas Open Meetings Act and/or the Texas Attorney General in the event of an emergency, in which case the Board will comply with applicable statutes, regulations and/or orders, including but not limited to, orders by the Texas Attorney General.

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. Attendees shall not bring posters, banners, or other items that might disrupt the meeting. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting. All individuals attending meetings will be expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive orders issued by duly authorized local, state and/or federal authorities.

Policy Ref: BED (LOCAL)

BOARD COMMITTEES AND COMMITTEE MEETINGS

The Board President shall appoint Trustees to the following standing committees: Academic and District Affairs Committee and Finance, Facilities and Operations Committee. The Board Committee meetings are held on the second Tuesday of the month. In consultation with the Board President, the Superintendent or designee shall determine the time and order of the committee meetings to best accommodate the schedule of Board members and administration, and may change the date, time, and location with proper notice. Committee meetings shall be recorded, posted and noticed in accordance with Texas Open Meetings Act.

The Board President shall name three Board members to serve on each committee and appoint one of the three Board members to serve as a committee chair. The Board President shall not serve as a committee chair but may fill in for a committee member absent adequate Board member representation at a committee meeting. Any chair of one of the standing committees shall not be eligible for service on another standing committee.

The goal of the committees shall be to receive information, discuss, and analyze information issues brought by administration.

The chairperson of each standing committee shall set the agenda for committee meetings in conjunction with administration. Each chairperson shall update the Board regarding items taken up by the committee and advancement of agenda items for action at the board meeting.

Academic and District Affairs Committee

The function of the District's Academic and District Affairs committee shall be to counsel and work with the Superintendent and staff in the formulation of recommendations to the Board in:

1. Instructional matters related to policy;
2. Curriculum matters related to policy;
3. Campus and District leadership;
4. Research, assessment, and accountability of student performance;
5. Communication and public relations;
6. Community relations and the Garland ISD Education Foundation;
7. Extracurricular activities;
8. Desegregation plans and related court orders;
9. Special committees / additional committee assignments.

Finance, Facilities and Operations Committee

The function of the Finance, Facilities and Operations committee shall be to counsel and work with the Superintendent and staff in the formulation of recommendations to the Board in the following areas:

1. Establish financial performance goals and the process for the Board to monitor:
 - a. Overall stewardship of District funds;
 - b. Financial reporting and management;
 - c. Budget development and monitoring;
 - d. Internal controls;
 - e. Student nutrition services; and
 - f. Human resources management and monitoring.
2. Work with the Superintendent and staff in the formulation of recommendations to the Board in the following areas:
 - a. Architect selection;
 - b. New school sites;

- c. Bond programs;
- d. New buildings;
- e. Renovations;
- f. Security;
- g. Maintenance and custodial services;
- h. Transportation management and monitoring;
- i. Curtis Culwell Center management; and
- j. Use of school facilities by community groups.

The Board President may appoint additional special committees as necessary to fulfill specific assignments. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board.

Policy Ref: BDB (LOCAL)

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BOARD ADVISORY GROUPS

The Board President shall appoint Trustees to the following Board Advisory Groups: Agenda Review, Policy and Internal Audit. Each Advisory Group shall support the Superintendent and/or designee(s) with recommendations for Board review at committee meetings or regularly scheduled meetings.

Agenda Review

Agenda Review: The function of the Agenda Review Advisory Group shall be to collaborate with the Superintendent in the formulation of the agenda for Regular Board Meetings.

Policy Review

Policy Review: The function of the Policy Review Advisory Group shall be to collaborate with the Superintendent and/or designee(s) in the review of local and legal policies. The review of Board Operating Procedures shall be done biennium. This advisory group shall be comprised of three Board members, including:

- The Board President;
- One member from the current Finance, Facilities, and Operations committee; and
One member from the Academic and District Affairs committee.

Internal Audit

Internal Audit: The function of the Internal Audit Advisory Group shall be to collaborate with the Superintendent and staff in the formulation of recommendations to the Board in the following areas:

1. Assist the Board in discharging its oversight responsibility;
2. Review, revise, and approve the internal audit plan for the upcoming year;
3. Meet periodically with the internal auditor and review all reports and direct corrective action or improvements, if necessary and consistent with the Texas Open Meetings Act;
4. Review communications from the internal auditor; and
5. Receive updates on the implementation of internal audit recommendations.

This advisory group shall be comprised of three Board members, including:

- The Board President;
- One member from the current Finance, Facilities, and Operations committee; and
- One member from the Academic and District Affairs committee.

BOARD RELATIONSHIPS

Trustees

Trustees must comply with applicable provisions of the Texas Open Meetings Act with regard to their communications. Trustees may use mail, email, voice mail, text messaging, fax, phone, special committee meetings or personal contact to communicate with each other individually; however, Trustees shall never circumvent and/or attempt to circumvent the Texas Open Meetings Act by meeting, talking, texting or e-mailing one another in a group large enough to constitute an official meeting, typically four (4) or more. In email or text messaging, "Reply All" must be avoided. Trustees who wish to disseminate information to the Board as a whole will contact the Board President and carbon copy the Board Service Manager and Superintendent prior to distribution to Trustees.

Trustees who participate in social media such as, but not limited to, Facebook, Google, LinkedIn or Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online Board meeting. Trustees using personal social media accounts should clearly indicate any communications posted by the Trustee is on their own behalf and not on behalf of the Board and/or District. Trustees should not utilize District social media without approval from the Superintendent or designee.

Expressing Concern About A Trustees' Performance

Trustees are encouraged to express concerns about another Trustee's performance. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate. The steps below should be followed:

1. The Board President shall discuss the concern with the Board Member in question on behalf of the reporting Board Member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
2. The President shall remind the Board Member whose behavior is in question about Board Policies including, but not limited to, the adopted Code of Ethics and identify non-compliance, if any, with the Code. The discussion also will identify more appropriate alternatives to the conduct and/or conduct at issue or refer the Board Member to policies or procedures that outline approved ways to deal with the issue that prompted the conduct and/or concern.
3. If the Board Member in question does not believe his or her behavior is in conflict with District Policies, including but not limited to, the Board's Code of Ethics, an Agenda Item specifying "Evaluation of Individual Board Member Performance" may be listed on the Agenda for the upcoming Board Meeting.
4. The matter will be discussed by the full Board in Closed Session in an attempt to clearly identify the conduct and/or concern and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.

If the concern involves the Board President, a Board Member may discuss his or her concerns with the Board Vice President, following the process outlined above to the extent possible. Generally speaking, when concerned about a Board Member's behavior, Board Members agree the best practice is to:

- Not take concerns about fellow Board Members to the Superintendent.
- Not speak about concerns regarding individual members with individuals outside of the Board and/or otherwise in compliance with the Texas Open Meetings Act.
- Not speak negatively about another Board Member, Superintendent, or staff in the community.
- Follow the steps outlined herein and in Board Policy.

Assisted Board Dialogue

In the event an issue cannot be constructively resolved, the Board may consider engaging a third party outside Facilitator.

Informal or Social Meetings

When a quorum of Board members gathers in an informal setting, such as a social occasion, it will not be subject to the requirements of the Open Meetings Act if the members do not engage

in a verbal exchange about public business or policy. The Open Meetings Act expressly excludes gatherings of a “quorum of a governmental body at a social function unrelated to the public business that is conducted by the body.” The definition also excludes from its reach the attendance by a quorum at certain other events such as a regional, state or national convention or workshop, ceremonial events, press conferences, and a candidate forum, appearance, or debate to inform the electorate. In both instances, there is no “meeting” under the Act “if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference.”

ADDRESSING ISSUES INVOLVING BOARD MEMBER’S OWN CHILDREN

While Members of the Board of Trustees have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents. Therefore, Board Members should adhere to the following:

1. Board Members should make it clear that they are acting as a parent.
2. Board Members should not request nor accept extra consideration for their own children, or the children of other Trustees, based on their position.
3. Board Members must comply with applicable Board Policies, including but not limited to, the Code of Ethics, when acting on behalf of their own children, or with regard to the children of other Trustees.

Board Members will follow the same chain of command as non-Board Members.

PERSONNEL

Avoidance of Micromanagement

Trustees should avoid personal involvement on the activities the Board has delegated to the Superintendent or that by law are the Superintendent’s responsibilities. Trustees must not direct staff other than the Superintendent, Board Service Manager and Internal Auditor.

Policy Ref: BBF (LOCAL)

Superintendent

The Superintendent shall keep Trustees informed of significant District issues as they arise in accordance with the Texas Open Meetings Act. The Superintendent will respond in a timely and complete manner to Board request for information sent through the proper chain of command. The Superintendent will communicate information to all Trustees in a timely and complete manner, including requests from the Board President. Consistent with BJA (LOCAL), questions submitted to the Superintendent via email or other electronic means should NOT be sent simultaneously to the entire Board or communicated in a manner in violation of the Texas Open Meetings Act.

Trustees will keep the Superintendent informed of concerns in a timely manner. It is the Superintendent's job to act and resolve situations. Trustees should not violate the chain of command, causing disrespect and unclear expectations between the Staff, Superintendent, and Board.

Policy Ref: BJA (LOCAL)

Evaluation Instrument

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA (LOCAL)] and performance goals and shall be adopted by the Board. There shall be a formative and summative evaluation. The Superintendent's performance goals shall be presented to Trustees for approval, additions and modifications. Each goal shall have measurements to review for summative evaluation and preparation for a written evaluation document.

Written Evaluation

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

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 held in accordance with the Texas Open Meetings Act.

A. Objectives

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

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

B. Informal Evaluations

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

Policy Ref: BJCD (LOCAL)

Internal Auditor

The Internal Auditor is responsible for planning, directing, and implementing the district's internal audit and investigative function ensuring compliance with accountability standards, laws, regulations, and policies. The Internal Auditor will also provide independent and objective appraisals and investigations of financial, data processing, and other relevant matters within the district. The Internal Auditor reports to the Board of Trustees functionally and the Superintendent administratively. Details of the Internal Auditor function are listed in local policy CFC (LOCAL).

Policy Ref: CFC (LOCAL)

Evaluation Instrument

The instrument used to evaluate the Internal Auditor shall be based on the Internal Auditor's job description.

Board Service Manager

The Board Service Manger is a direct report of the Superintendent, and administratively assigned to the Board of Trustees. The Board Services Manager will prepare and post agendas; coordinate materials; record, transcribe, and maintain minutes; organize and manage the routine work activities of an administrative office; provide clerical and administrative services to the President of the Board and Board of Trustees.

Evaluation Instrument

The instrument used to evaluate the Board Services Manager shall be based on the Board Service Manager's job description, input from the Board of Trustees [where applicable] and the Superintendent.

OTHER PERSONNEL

Employment of Contractual Personnel

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel.

Employment of Non-Contractual Personnel

The Board delegates to the Superintendent final authority to employ and dismiss non-contractual employees on an at-will basis.

Policy Ref: DC (LOCAL)

ELECTIONS

Any legal resident who meets the eligibility requirements in BBA (LEGAL) may become a candidate for membership on the Board. Information regarding the procedures for becoming a candidate may be obtained from the Board Service Manager's office.

Each Board position shall be identified by a place number. The application for candidacy shall indicate the place number filed for. The schedule of places and their expiration dates shall be as follows:

POSITIONS 1, 2, & 3	2016, 2019, 2022, 2025, etc.
POSITIONS 4 & 5	2017, 2020, 2023, 2026, etc.
POSITIONS 6 & 7	2018, 2021, 2024, 2027, etc.

Each place serves a three-year term. Trustees may succeed themselves in office without limit.

Policy Ref: BBB (LOCAL)

Board Officer Elections

The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary from members of the Board. Each officer should complete their annual required continuing education hours on time and/or completed one year of Board service. In addition, each officer shall commit to attending formal training of the specific officer position. Below are three options for Board Officer Elections:

Any Trustee who seeks to be elected as an officer shall inform the Board President of their intent that the Board Member is seeking to be elected as an officer; and the specific officer position the Board Member seeks. In addition, any Trustee can suggest a Trustee for an officer position. A closed Executive Session discussion will take place at the first Board Meeting in May/November regarding Trustees who have submitted Board Officer position interest. All actions to approve the Board Officers shall take place in an open meeting.

A vacancy among officers of the Board shall be filled by majority action of the Board.

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office without limit. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

President

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board 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 all Board committees, unless otherwise provided by policy or Board consensus. [See BDB]
4. Handle all media inquiries and requests for comment.
5. Mentor new Trustees and provide new Trustee orientation (may be delegated as appropriate).

Vice President

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 the absence or incapacity of the President.
2. Automatically become Board President if a vacancy in that office occurs.

Secretary

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 or countersign documents as directed by action of the Board.

Assistant Secretary

The Assistant Secretary of the Board shall:

1. In the absence of the Board President, Vice President, and Secretary, call the meeting to order and act as presiding officer; and
2. Act in the capacity of and perform the duties of the Secretary in the event of the

absence or incapacity of the Secretary.

Policy Ref: BDAA (LOCAL)

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DISTRICT COMMUNITY REPRESENTATIONS

Trustees are encouraged to serve on a variety of community committees and organizations throughout their tenure; or the Board President may solicit Trustees' interest input on their desired committee(s) of preference. Trustees may report their attendance at community events to the Board during the Trustees' Report at regular meetings.

COMMUNICATIONS

Requesting Information Not Related to Agenda Items/Individual Access to Information

An individual Trustee, acting in his or her official capacity, 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 members of the general public in accordance with the Texas Public Information Act.

Limitations

Individual Trustees shall not have access to confidential student records unless the Trustee is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).

Requests for Records

Individual Trustees shall seek access to records or request copies of records from the Superintendent or other designated custodian of records in writing. 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.

In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Trustee for 200 or more pages of material in a 90-day period.

Requests for Reports

Trustees 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.

Confidentiality

At the time Trustees 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. Information shared by the Superintendent to Board in executive session will be kept confidential until Superintendent notifies the Board that information is public.

Policy Ref: BBE (LOCAL)

Board's Attorney

The Board shall retain an attorney or attorneys, as necessary, to serve as the District's legal counsel and representatives in matters requiring legal services. The Board may retain an attorney to act as the Board's counsel to represent the Board and its interests and to provide immediate and direct advice to the Board as a body corporate. The Board's counsel may assist with communication and coordination between the Board and the administration, including but not limited to, assisting with compliance with the Texas Open Meetings Act. The Board's counsel does not represent Board members individually. To avoid unnecessary expense, maintain a clear line of communication, and comply with the Texas Open Meetings Act, the Board's counsel will communicate with the Board President or his/her designee, as appropriate. If a Board member has a concern regarding the Board President requiring involvement of the Board's counsel, the Board member should direct the concern to Board's Vice President who will contact the Board's counsel.

RESPONDING TO COMMUNITY OR EMPLOYEE COMPLAINTS OR CONCERNS

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Trustee, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

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.

Policy Ref: BBE (LOCAL)

TRUSTEES' COMMUNICATIONS WITH THE MEDIA

The Board recognizes the responsibility of the news media to provide to the community accurate and timely information concerning the objectives, achievements, needs, and conditions of District schools and their educational programs.

Board Meetings

District officials shall cooperate with news media to ensure complete and accurate coverage of all Board meetings.

News Releases

News releases of a political or controversial nature, as well as those concerning the overall operation of District schools, or the actions, policies, and positions of the District, or that involve more than one campus shall be made only by the Board or Superintendent or designee. The Board President serves as the spokesperson for the Board, unless otherwise designated.

Policy Ref: GBBA (LOCAL)

TRUSTEES' VISITS TO CAMPUSES OR DISTRICT FACILITIES

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Trustees, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. When making an official campus visit, Trustees should wear their name badges or visitor's badge and follow all campus check in procedures.

Visits to individual classrooms during instructional time shall be permitted only with the superintendent's, principal's and teacher's prior approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Trustees are discouraged from scheduling campuses visits during state and district testing days.

Trustees are encouraged to visit with staff members and learn more about their responsibilities with the district but are never to give staff orders. If a Trustee has questions concerning performance of district staff, the questions should be directed to the Superintendent. Trustees should notify the school and Superintendent in advance of the visit if at all possible. Trustees should follow the chain of command for complaints, concerns and requests from staff members during a visit.

Policy Ref: GKC (LOCAL)

TRAVEL GUIDELINES FOR TRUSTEES

Annually, the Board shall approve a budgeted amount (**maximum of \$10,000**) for each of the Board members' travel, professional development training, and reasonable expenses associated with their duties and responsibilities. Total expenses incurred shall not exceed the budgeted amount for such expenses as adopted by the Board for the fiscal year. In addition to the requirements in BBG (LEGAL) and (LOCAL), Trustees shall submit detailed, itemized receipts for reimbursement relevant to any incurred expenses during the District fiscal year (July 1- to June 30).

Trustees may attend conventions and conferences of organizations which are designed for the training and development of board members. Generally, a Board member may attend the TASA/TASB convention, TASB Summer Leadership Institute, and others that enhance their knowledge of governance, education, and leadership. Conference registration fees, housing, and airfare shall be paid by the district in advance.

Examples of budgeted travel expenditures may include the following:

- Trustees may attend annual state Conventions, and the Board's TASB representative(s) may attend appropriate TASB meetings.
- Trustees may attend national conference appropriate for school Trustees.
- Trustees may attend the Texas School Alliance meetings for Board members.
- Trustees may attend the North Texas Area Association of School Boards (NTAASB) meetings.
- Trustees may attend the Region X Education Service Center Board training sessions and/or meetings.
- Trustees may attend the legislative sessions and/or meetings of the State Board of Education as appropriate.
- Trustees may attend regional or state UIL activities representing the District.

- Trustees may attend local breakfast, lunch, or dinner meetings that are education-related or related to Board and/or District business.
- Hotel stays, when more conducive to participation, are allowable in Dallas or the Dallas/Fort Worth Metroplex.

EXCEPTIONS NOT INCLUDED IN TRAVEL BUDGET

The following travel costs shall be budgeted separately and shall not be allocated against the Board's annual travel allocation:

- Leadership TASB cohort activities; and
- Required expenses for positions held or sought out in national and state school board/governance organizations.

TRAVEL ACCOMODATIONS AND EXPENSE REIMBURSEMENTS

The Board Service Manager will make and arrange all travel and conference accommodations. Trustees must submit reimbursement receipts to the Board Service Manager within two weeks of travel to ensure expeditious expenditure approvals. Trustees will submit itemized receipts. Mileage reimbursements will also follow rates detailed on the GSA website.

A Board member may receive reimbursement for legitimate business expenses incurred in attending approved continuing education programs in accordance with District policies and procedures and applicable law.

A Board Member who is not seeking re-election shall not attend any national or state conferences appropriate for school Trustees just prior to the end of his or her term, and shall seek Board approval for out-of-state continuing education efforts during the final year of service.

Cancellation of conference registration, hotel and travel accommodations, etc. must be completed within the allowable "cancellation" timeline established by the vendor or sponsoring entity. Every attempt must be made by the Trustee to notify the Board Service Manager 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 Trustee responsible for the cancellation, unless the cancellation is the result of an unforeseen emergency.

- The Board will strive to attend a minimum of **one** of the following events each year as a team, depending on available funding:
 - TASB/TASA Convention
 - TASB Summer Leadership Institute

The aforementioned travel guidelines will be monitored by the Board Service Manager. These travel guidelines apply to Trustees per fiscal year (July 1 to June 30).

Policy Reference: BBG (LEGAL) and BBG (LOCAL)

BOARD DEVELOPMENT AND ADVOCACY

Continuing Education

In addition to the orientation and team building training, a Trustee shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership.

The continuing education may be provided by a regional education service center or other registered provider. *19 TAC 61.1(b)(3)*

Policy Ref: BBD (LEGAL)

New Trustee Orientation

Within 60 days before or after a Trustee's election or appointment, the new Trustee shall participate in a local orientation session. The purpose of this orientation is to familiarize the new Trustee with local Board policies and procedures and District goals and priorities. *19 TAC 61.1(b)(1)(A)*

Within the first year of service, a newly elected Trustee shall receive an orientation to the Texas Education Code. The orientation shall be delivered by a regional education service center and shall be three hours in length. *19 TAC 61.1(b)(1)(C)*

Board Member Mentoring Guidelines

Newly elected Board Members should be assigned a Board Mentor, appointed by the Board President, during the first year of service. The purpose of this mentorship is to strengthen the new Board Member's contributions and responsibilities during the first year of service on the Board. The Board President and the Superintendent will serve as ex-officio mentors to all new Board Members.

A. Responsibilities of the Board Member mentor:

1. To contact the new Board Member during the week of the Board Meeting to inquire if there are questions or concerns about the agenda.
2. To share experiences as they relate to Board service in an informal setting.
3. To provide any necessary background for issues in the District.
4. To serve as a sounding board for questions, concerns, or ideas.
5. To answer questions and identify resources for the new Board Member.
6. Board Members are encouraged to submit a summary of any conference sessions or meetings with other elected officials to the Board President and Board Service Manager for dissemination to the entire Board.

B. Responsibilities of the new Board Member:

1. To contact the Board Member mentor when questions or concerns arise.
2. To listen to Board Meeting proceedings and to the Board Member mentor.
3. To review the Board agenda early enough to allow time for asking questions

about it.

4. To seek information from the mentor, the Superintendent, or the Board President when needed.