



# DUNCANVILLE INDEPENDENT SCHOOL DISTRICT

## 2016-2017 Board Operating Procedures

### I. BOARD MEETING AGENDA DEVELOPMENT

#### A. Who Can Place Items on the Agenda

1. Board members must request to Board President, seven days in advance, any item they wish to have considered for placement on the agenda.
2. The Superintendent alone, the Board President alone, or any two Board members can place an item on the agenda.
3. In Accordance with Texas open meeting laws, no item can be placed on the agenda less than 72 hours in advance of meeting, except in an emergency as per Texas Code.

#### B. Items That Cannot Be on the Agenda

1. All personnel issues must be conducted in a Closed Session unless specifically required by Texas Open Meeting Law.
2. Anything that violates right to privacy, i.e. Texas Open Meeting Act, Texas Open Records Act, cannot be placed on the agenda.

#### C. Use of the Consent Agenda

A consent agenda will be used for items that do not normally require Board discussion. The Board President and Superintendent are encouraged to make liberal use of the consent agenda. A single Board Member can remove an item from the consent agenda for Board discussion by request. The Superintendent will automatically place the following items on the consent agenda.

- Routine items
- Annual renewals of Region X and TEA items
- Budget amendments
- Under \$500 tax refunds
- Gifts, donations, and bequests
- Financial information
- Minutes of regular and special Board meetings
- Minutes of joint meetings with City
- Updates of Board policy
- Routine personnel items
- Routine bid recommendations

### II. MEMBER CONDUCT DURING BOARD MEETING

Any time four or more members are gathered and discuss Board business, it is considered a meeting.



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### **A. Parliamentary Procedure**

The Board shall observe the parliamentary procedures in Robert's Rules of Order unless pre-empted by Board Policy or procedures or by a majority vote of the Board at a meeting.

### **B. Discussion of Motions**

1. All discussion 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.
3. The Board President will recognize a Board member prior to the member giving his/her comments.

### **C. Voting**

All members, including the Board President, will vote on all action items. A member will not abstain from voting except in the case of a legal conflict of interest.

### **D. Patrons Addressing the Board**

A Board meeting is not a "public meeting" in the true sense of the audience having a right to participate in discussion items before the Board. A school board meeting is a meeting held in public. Whether the audience is allowed to participate and, if so, the rules of participation are all controlled by the local Board.

#### **PUBLIC FORUM GUIDELINES**

- State law prohibits Board members from responding to speakers in public forum unless the topic regards a matter specifically posted on that board's meeting agenda. The Board will carefully consider any concerns expressed and an administrator will investigate the matter. At the public speaker's request, the administrator will contact him/her regarding his/her concern.
- Speakers will limit their comments to 5 minutes. The Secretary of the Board will be responsible for keeping the time.
- If more than five speakers are present, speakers must limit their comments to 3 minutes.



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- If delegations of more than five people plan to speak on the same topic, they should appoint one representative to speak in their behalf or be limited to five speakers.
- Any discussion concerning specific personnel is prohibited in open session. If you wish to address the Board regarding a personnel matter, please contact the Superintendent's office to schedule the matter for a future closed session meetings.

### E. Hearings

1. During hearings, the Board is assembled to gather input only and not render a decision. All decisions must be made in open session.
2. The Board will not answer questions or enter into two-way dialogue during a hearing.
3. If a Board Member wishes to question the school attorney, he/she will make a request to the Board President before the meeting for that purpose.
4. After the presentation of information by the person bringing the complaint and by the administration, the Board President shall ask the Board if there is any reason to recess. Should a Board Member have questions that he/she desires to be asked of one of the presenters, then the Board Member shall request that the President recess the meeting. During the recess, the questions to be asked shall be generated and shall be asked to the appropriate party by the Board President upon reconvening of the hearing.

### III. REQUESTS FOR RECORDS AND REPORTS

#### A. Individual Board Member Requests for Information

Individual members shall seek access to or request copies of records from the Superintendent. District employees shall not provide access to or copies of records to individual Trustees without permission of the Superintendent.  
BBE (LOCAL)

1. Consistent with Board Policy and State Law, Board Members may have unlimited access to copies of records without charge.
2. Requests for records by Board Members shall be made to the Superintendent and not to any other staff member.
3. The Superintendent shall advise the Board as to which Board Member has made a request for information and shall ask the Board by email, Friday Report, or other appropriate communication, if any other Members desire a copy of the requested information. If information is requested by a



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Board Member, the Superintendent shall supply a copy of the requested information to the Board Member.

4. Board Members shall not attempt to solicit information from staff members other than the Superintendent. If the Superintendent becomes aware that this procedure is not being followed, he/she must report it to the Board President who shall present the information to the Board as a whole.

### **B. Individual Board Member Requests for a Report**

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. BBE (LOCAL)

1. Individual Board Members shall make requests for reports to the superintendent or the Board President. If made to the Superintendent, the Superintendent shall refer the request to the Board President.
2. Requests for reports shall be placed on the agenda for action by the Board as a whole.

### **C. Reports by Staff to Board for the Agenda or at Board Meetings**

1. Every report shall contain an executive summary not to exceed one page, single spaced, not less than 10 point font.
2. Oral reports shall not exceed five minutes.
3. The Board shall have the option to ask questions after the oral report.

### **D. Records or Reports Requested by a Board Member**

Board Members requesting records or reports are to inform the Superintendent or Board President the purpose for the request. The request will then be placed on the agenda for the next regular board meeting after the requestor has received the information for his/her presentation of the results of the request, so that the board is not in violation of performing independent investigations.

## **IV. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

### **A. When a Board Member Receives a Complaint From a Citizen, the Board Member Should:**

1. Hear the citizen complaint to fully understand persons involved, date, place, and other pertinent information.
2. Repeat the problem back verbatim to the citizen to ensure understanding.



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3. Review the chain of command with the citizen.
  4. Remind the citizen of due process and that the Board Member cannot investigate and must remain impartial in case a situation goes before the Board.
  5. Refer the citizen to the appropriate person/chain of command (the citizen **MUST GO THROUGH CHAIN OF COMMAND** before any other action can be taken).
- B. As appropriate, the Board Member should inform the Superintendent or Board President if the complaint is about the Superintendent within a reasonable period of time after receiving the request or complaint. Any written materials provided shall be promptly turned over to the Superintendent or Board President as appropriate.
- C. The Superintendent or his/her designee, or Board President as appropriate, will investigate and/or respond, if appropriate, to the citizen and/or the Board as a whole in a timely fashion.

### V. **EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

When a Board member receives a complaint from an employee, the Board member should:

- A. Hear the employee complaint to fully understand the persons involved, date, place, and other pertinent information.
- B. Repeat the problem back verbatim to the employee to ensure understanding.
- C. Review the chain of command with the employee.
- D. Remind the employee of due process and that the Board Member cannot investigate and must remain impartial in case the situation goes before the Board.
- E. Refer the employee to the appropriate person/chain of command (the employee **MUST GO THROUGH THE CHAIN OF COMMAND** before any other action can be taken).
- F. The Board Member must inform the Superintendent or the Board President if the complaint is about the Superintendent, within a reasonable period of time after receiving the request or complaint. Any written materials provided shall be promptly turned over the Superintendent or Board President as appropriate.



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### **VI. BOARD MEMBER VISIT TO SCHOOL CAMPUSES**

Board members are not to go into teacher's classrooms or individual buildings for the purposes of evaluation or investigation.

### **VII. COMMUNICATIONS**

- A. Superintendent will communicate with all Board Members via electronic or written methods.
- B. Superintendent will meet with Board President as needed to discuss issues of the district.
- C. Requests to Superintendent from Board President will be distributed to all Board Members.
- D. Board will keep Superintendent informed via voice mail, email, telephone, or fax.
- E. Board will communicate with its community through public hearings, regular Board meetings, and regular publications.
- F. An individual Board Member, when speaking outside the Board Room, may state his/her opinion provided that the Board Member emphasizes that the opinion being expressed is his/her and not the opinion of the Board.

### **VIII. EVALUATION OF SUPERINTENDENT**

- A. The Superintendent's evaluation shall be completed no later than June of each year.
- B. Goal setting for the following evaluation year shall be completed no later than July of each year.

### **IX. EVALUATION OF THE BOARD**

See Attached Procedures.

### **X. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS**

- A. One year of experience as a Member of the DISD Board of Trustees shall be required to be an Officer of the Board, except in extreme circumstances.
- B. Selection Process



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1. Secretary of Board polls individual members for nominations.
  2. Secretary of Board checks with individuals nominated to see who will serve.
  3. Secretary of Board then informs all Board members as to who has agreed to serve.
  4. Secretary of Board causes a slate of officers to be printed and presented.
- C. Criteria for Selecting the Board President and Vice President.
- The role of the president is to bring focus to Board discussion and facilitate Board decision-making. To be effective, the president cannot use the office of president to foster his/her own agenda. To do so creates disharmony and mistrust. The president must believe that reasoned, thoughtful, data-driven discussion will bring about the best decisions, even if he/she may not personally agree with the decision. In addition to being a Board Member, the president must remove him/herself from the fray of the discussion and work constantly to bring the Board together as a team and seek a consensus position everyone can live with. To accomplish these objectives, a president must:
1. Be a consensus builder
    - a. not take sides
    - b. get people to compromise
    - c. insist that decisions be “data driven” rather than “I think”
  2. Be strong
    - a. control meetings
    - b. be able to live with criticism
    - c. be willing to take unpopular stands
  3. Listen (but not necessarily accept, believe, or act on everything he/she hears)
  4. Be trustworthy
    - a. dependable (do what he/she promises to do)
    - b. open (no hidden agendas) honest (always ethical and truthful)
    - c. work effectively with the Superintendent
    - d. Be secure (i.e. does not “need” to be president)

A person should be selected to be president because he/she has the skills and values described above, not because it is his/her “turn.” Some people can be excellent Board Members but are simply not suited to be president.

### **XI. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS**

- 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.



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### **C. President**

1. Shall 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 after consultation with the Board (Board sub-committees or committees that report to Board) unless otherwise provided by policy or Board consensus.
4. Shall call special meetings.
5. Sign all legal documents required by law.
6. Shall attend and fulfill all required training for Board Presidents.

The Board President shall receive continuing education related to leadership duties of a Board president as some portion of the annual requirement.  
BBD(LEGAL)

### **D. Vice President**

1. Shall act in 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 President of the Board if a vacancy in the office occurs.

### **E. Secretary**

1. In all open sessions, cause accurate records of meetings to be kept; in closed session will keep accurate records; 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 both the President and Vice President, shall call meeting to order and act as the presiding officer.
4. Sign or countersign documents as directed by action of the Board.

### **F. Administrative Committees**

Members of the Board will not be a member of nor participate in, but may attend, administrative committee meetings.

## **XII. ROLE OF BOARD IN CLOSED SESSION**

- A. Board can only discuss those items listed on the executive agenda and as limited by law.





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- B. Board must vote in public session.
- C. Information during Closed Session must remain confidential.

### **XIII. MEDIA INQUIRIES TO THE BOARD**

- A. The Board President shall be the official spokesperson for the Board to the media regarding Board matters.
- B. Members reserve the right to speak to the media regarding issues, provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board.

### **XIV. ANONYMOUS PHONE CALLS OR LETTERS**

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.

### **XV. RESPONSE TO SIGNED LETTERS**

The DISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response using standard format will be sent by the Board Member or the Superintendent. The Superintendent will respond and send a copy to the full Board.

### **XVI. REPRESENTATIVE TO THE DISD EDUCATION FOUNDATION**

The Board shall annually designate one Member to serve as a member of the Board of Directors of the DISD Education Foundation and will attend regular committee meetings.

### **XVII. BOARD OPERATING PROCEDURES REVIEW**

Standard Board Operating Procedures will be reviewed and updated as needed at the July Board meeting.

### **XVIII. TRAVEL**

Legitimate expenses incurred by Board Members while traveling on official school business shall be deemed reimbursable if consistent with Board policy and state and federal laws. Amounts for reimbursement shall be consistent with district procedures for staff members. Specific requirements for reimbursements include, but are not limited to the following:



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- A. No alcoholic beverages.
- B. No spouse, children, or other family member expenses.
- C. Convention sponsored hotel or equivalent or the Board Member pays the difference (single or double room is allowable).
- D. Board Members may attend conferences as follows: 2 in-state, 1 out-state conference; additional conferences may be attended by approval of the Board.
- E. Meals, hotel, travel, rental cars, and registration, and other reasonable expenses are allowable with a standard per diem reimbursement.
- F. After attending conferences, Board Members may share an executive summary of what was learned with the whole Board.
- G. Members desiring to join organizations in addition to TASB shall make a request to the Board for approval.
- H. No advances will be provided for family member expenses.
- I. When possible, Board Members are expected to attend school events and activities, including out of town events. Travel for out of town events shall be reimbursed up to \$2,500 per year per Board member.

### **XIX. FACILITY OR PART OF FACILITY NAMING PROCESS**

Board Policy CW(Local) addresses the Board's role in naming portions of facilities. The policy states, "The Board may, at its discretion, name specific areas of facilities within the District. (The principal, with approval of the Superintendent, may, for administrative purposes, recommend to the Board for consideration that it name a part of parts of a campus.) The Board is responsible for making the final decision regarding naming specific areas or portions of facilities."

- A. Board Members' Recommendation for Naming of a Portion of a Facility
  1. At least two Board Members must recommend the full Board consider naming a portion of a facility. This item will then be placed on a future Board Agenda for full Board discussion.
  2. If the full Board meets and recommends naming a portion of a facility, then staff will conduct research on the proposed person or historical personage. This information will be distributed to each Board Member for consideration.



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3. After reading the research completed on the name proposed, the full Board will consider this name for the portion of a facility. Then the Board will vote on placing the naming of a portion of the facility on a future Board Agenda for consideration. The Board cannot vote on the proposed name at the same meeting where the naming research has been reviewed.
4. At a subsequent Board Meeting, the Board will vote on this proposal. If a majority concurs with this proposed name, then that portion of a facility will be given the name selected.

### B. Community Member Recommendation for Naming of a Portion of a Facility

1. Community members may propose and provide the rationale for the naming of a portion of a facility during the Public Forum at any of the regular Board Meeting.
2. If two Board Members agree that the name proposed should be considered, those Board members will request that the item be placed on a Board Agenda for future consideration. The process then will follow steps A.2 through A.4.

### C. Principal Recommendation for Naming of a Portion of a Facility

1. The principal may recommend the naming of a portion of a school facility to which he/she is assigned to the superintendent of schools.
2. The superintendent will decide if the proposed naming of a portion of a school facility should be considered by the Board of Trustees.
3. If the superintendent approves the principal's proposed naming of a facility, the superintendent will submit the name to the Board of Trustees at a Board Meeting.

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PRESIDENT

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SECRETARY