

TIOGA INDEPENDENT SCHOOL DISTRICT

Board of Trustees

STANDARD OPERATING PROCEDURES

TIOGA ISD MISSION STATEMENT:

The mission of Tioga Independent School District is to graduate confident and competent individuals prepared to communicate, contribute, and interact responsibly in our global community.

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I. BOARD MEMBER ELECTIONS AND TERMS (Ref Policy BBB Legal, BBB Local, and BDAA Local)

The Board consists of seven Trustees serving terms of three (3) years, with elections held annually. The terms of one-third of the Trustees, or as near to one-third as possible, expire each year [Education Code 11.051 (b), 11.059.]

- The Tioga ISD Trustees shall be elected at large to serve staggered three (3) year terms.
 - Two members shall be elected in 2008 to terms expiring in 2011, with elections conducted in three (3) year intervals thereafter.
 - Three members shall be elected in 2009 to terms expiring in 2012, with elections conducted in three (3) year intervals thereafter.
 - Two members shall be elected in 2010 to terms expiring in 2013, with elections conducted in three (3) year intervals thereafter.
- Board Officers, Duties and Requirements:
 - TISD Board officers shall consist of a President, Vice President, and Secretary.
 - President:
 - Preside at all Board meetings.
 - Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
 - Vice President:
 - Act in the capacity and perform the duties of the President in the event of the absence of the Board President.
 - Secretary:
 - Ensure accurate records are kept for each Board meeting.
 - Ensure all notices of Board meetings are posted appropriately.
 - Preside over Board meetings in the absence of the Board President and Board Vice President.
 - Sign/Countersign documents as directed by action of the Board.
 - Board Officers shall be elected by majority vote of the members present.
 - Board Officers shall serve for a term of one year or until a successor is elected.
 - Board Officers may succeed themselves in office.

II. BOARD MEETING AGENDAS (Ref Policy BE Local)

- Unless otherwise provided in the notice for the meeting, TISD board meetings shall be held at 405 North Florence Street, Tioga, TX 76271.

Creation of the Preliminary Agenda:

- Preliminary board meeting agendas are created by the Superintendent in consultation with the Board President.
- Any TISD board member may request that a subject be included on the preliminary agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.

- The deadline for submitting items to be placed on the agenda is noon of the third calendar day before the regular meeting, and noon of the third calendar day before special meetings.
- Preliminary agendas shall be given to board members at least 72 hours prior to the scheduled time of regular meetings, and at least two (2) hours prior to the time of emergency meetings.
- In accordance with the Texas Open Meetings Law, no board member can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as per Texas Code.

Posting of the Finalized Agenda:

- Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and the included topics meet with the Board President’s approval.
- Finalized agendas will be posted to the district website and on the exterior window of the district administration offices at least 72 hours prior to the meeting.
- Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.

Consent Agenda Items:

- The consent agenda, as part of the Board meeting agenda, will be prepared by the Superintendent with consultation from the Board President.
- The consent agenda shall include items of a routine and /or recurring nature and shall be grouped together under one action item. Examples include:
 - Annual renewals of ESC 10 and TEA items
 - Budget amendments
 - District financial information
 - Minutes of past regular and special Board meetings
 - Updates to Board Policy
 - Items as recommended by the Superintendent
- Consent agenda items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

Executive Session Items:

- All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meeting Law, or
- Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the open agenda.

III. CONDUCTING BOARD MEETINGS (Ref Policy BE Local, BED Legal, and BED Local)

- A TISD Board meeting is defined as anytime four (4) or more Board members are gathered to discuss school district 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 Board members.
- 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.
 - All discussion shall relate to the business currently under deliberation.
 - The Board President shall halt inappropriate discussion.
 - The Board President shall be responsible for asking clarifying questions during hearings.

Guidelines for Persons Addressing the Board during a Meeting:

- At regular Board meetings, the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Any person wishing to address the Board must do so during this allotted time.
- Any person may address the Board during this allotted time. Audience participation at a Board meeting is limited to the public comment portion of the meeting and at all other times during the Board meeting audience members shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
- Persons who wish to participate in this portion of the meeting shall sign up with the presiding Board officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. The presiding officer may allow audience members that have failed to appropriately sign up to speak an opportunity to speak provided they wish to do so in the allotted time as designated by the meeting agenda.
- Patron comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints/comments about employees or officials of the district.
- No presentation shall exceed five (5) minutes. Delegations of more than five (5) persons shall appoint one person to present their views to the Board.
- Persons signed up to address the Board should use appropriate campus and administration channels before bringing concerns to the attention of the Board during the Open Session of the meeting. The presiding Board officer or designee shall determine whether a person addressing the Board attempted to solve a matter through appropriate channels as established by district policy. If not, the person shall be referred to the appropriate policy to seek resolution.
 - Employee Complaints: DGBA
 - Student or Parents Complaints: FNG
 - Public Complaints: GF
- The Board will not entertain negative comments on individual personnel in public session.
- The Board will not entertain negative comments on individual students in public session.

Guidelines for Board Member Response to Persons Addressing the Board.

- In accordance with the Texas Open Meetings Act, Board members may hear comments from Persons signed up to address the Board, but Board members will not respond or enter into discussion with the audience during the meeting as:
 - Board Items on the agenda will be discussed as appropriate and scheduled on the agenda.
 - Items not on the agenda do not permit Board members to respond or discuss.
- Board members will listen attentively to all persons signed up to address the Board.
- Any Board member may ask the Superintendent for clarification concerning any item brought up during the Open Session of a meeting. When necessary, the Superintendent may be asked to investigate and report back to the Board through transmittal or at a designated meeting.

Hearings:

- During public hearings the Board is assembled only to gather input.
- The Board will not answer questions or enter into dialogued except with their attorney in the case of an employee hearing.
- At the conclusion of the hearing or at a subsequent meeting the Board will determine the results of the hearing.
- Rules for the hearing will be strictly adhered to:
 - Board will limit response to 5 minutes per testifier (or as assigned/modified by Board President, as allowed by Board Policy).
 - Testimony is to be presented orally or in writing, as detailed in Board policy.
 - Board will not allow duplicate testimony.
 - Board will not allow derogatory comments.
 - Board members will not ask questions since they are acting as a tribunal.
- Hearings held in executive session follows essentially the same procedures, but public audience is prohibited.

Town Meetings/Open Forums

- Procedures for town meetings/open forums shall be determined on a case-by-case basis

IV. VOTING at BOARD MEETINGS (Ref. Policy BE Local)

- All members present at the meeting, including the Board President will vote or abstain from voting on all action items.
- Voting shall be by voice vote or show of hands, as directed by the Board President.
- Any Board member present at the meeting may abstain from voting
- Any Board member present at the meeting will have their vote, or abstention from voting recorded in the Board meeting minutes.

V. COMPLAINTS DIRECTED TO INDIVIDUAL BOARD MEMBERS

(Ref. policy DGBA Legal, DGBA Local)

- Complaints to an individual Board member regarding school personnel or an administrative issue:
 1. Politely remind them of due process and that the Board member must remain impartial in case the situation goes before the Board.
 2. Refer them to the appropriate person in the chain of command. ALL COMPLAINTS SHOULD GO THROUGH CHAIN OF COMMAND.
 3. Board members should advise Superintendent of substantive or significant complaints within 72 hours.

VI. BOARD MEMBER VISITS TO SCHOOL CAMPUS

- Board members are encouraged to support school activities and attend as many school events as their time permits.
- Board members are reminded that they should not schedule time to visit school campuses or a teacher's classrooms for the purpose of investigation or evaluation. Questions concerning these types of issues should be directed to the Superintendent.

VII. INTERNAL BOARD COMMUNICATIONS

- The President of the Board will meet with the Superintendent on a routine basis to discuss the state of the District.
- Requests for information to the Superintendent from an individual Board member will be communicated to all Board members.
- Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board (Local policy BBE)

VIII. EVALUATION OF THE SUPERINTENDENT

- The Board President will obtain input from all other members on the approved Superintendent evaluation indicators.
- Summative evaluation of the Superintendent will be conducted by consensus of all Board members in executive session.

IX. EVALUATION OF THE BOARD

- The status of Board/Superintendent team will be routinely assessed by the Board.
- Evaluation is conducted in executive session on a schedule determined by the Board.
 - Are we following code of conduct?
 - Are we following operating procedures?
 - Is the team of eight functioning?
 - Were goals effective?

X. PROCESS FOR SELECTING BOARD OFFICERS

- Officers are nominated and elected annually following the reorganization of the Board after the May election.
- Election is held in May of each year.

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

- No Board member or officer has district authority outside the Board meeting.
- No Board member can direct employees in regard to performance of their duties.

President:

- Shall preside at all Board meetings.
- Shall appoint committees.
- Shall call special meetings.
- Shall sign all legal documents required by law.

Vice President:

- Shall act in capacity of President in absence of the President.

Secretary:

- Shall insure that accurate records are kept.
- Shall act in absence of President and Vice President.

XII. ROLE OF BOARD IN EXECUTIVE SESSION

- Board can only discuss those items listed on the executive agenda and as limited by law, Texas Government Code Chapter 551.
- Board must vote in public session.
- Information discussed during the executive session *must* remain confidential.

XIII. MEDIA INQUIRES TO THE BOARD

- The Board President or his/her designee shall be the official spokesperson for the Board to the media/press on issues of media attention.
- All Board members who receive calls from the media should direct them to the Board's spokesperson and notify the Board President and the Superintendent of the call.
- Any Board member may respond to general inquires.

XIV. ANONYMOUS PHONE CALLS/LETTERS

- The Tioga ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration.

XV. REVIEWING BOARD OPERATING PROCEDURES

- Standard Board Operating Procedures will be reviewed and updated as needed.