

# WEST OSO INDEPENDENT SCHOOL DISTRICT

KIMBERLY MOORE, SUPERINTENDENT OF SCHOOLS



## SCHOOL BOARD OPERATING PROCEDURES

The Board of Trustees is the corporate policy making body for the school district, including the Superintendent and staff, providing the leadership to ensure implementation of Board policies. The Board is the official representative of the community. The Board's goal is to ensure quality educational opportunities for all students in the district and function according to state and federal laws, regulations of the State Board of Education, the State Commissioner of Education, and the State Board of Educator Certification.

A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard board operating procedures. The West Oso ISD Board of Trustees adopts these guidelines as School Board Standard Operating Procedures to effectively communicate with each other, staff and patrons of the district.

### **I. Developing Board Meeting Agenda**

#### **A. Placing items on the agenda**

1. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval.
2. Any one Trustee may request that a subject be included on the agenda for a meeting.
3. The deadline for submitting items for inclusion on the agenda is noon of the fifth calendar day before regular meetings and noon of the third calendar day before special meetings.
4. The President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.

#### **B. Items for Closed Session**

1. All personnel issues must be conducted in a closed session, unless specifically required by Texas Open Meetings Act.
2. Anything that violates the right to privacy or any items that are deemed confidential by law, i.e., Texas Open Records Act, cannot be placed on the agenda and/or discussed in open session.
3. Other matters exempt by Sub-Chapter D of the Open Meetings Act that will have a detrimental effect on the position of the District, i.e., attorney –client privileges.

## **II. Conduct During Board Meetings**

(Four members present constitute a quorum for a meeting. The Board President presides over the board meeting and has authority from these Board Operating Procedures and the Board in its entirety to enforce these procedures. In the absence of the Board President, the Vice-President would conduct the meeting. In the absence of the Vice-President, the Secretary would conduct the meeting. In the absence of the Board officers, the Board member with the most tenure will conduct the meeting.)

### **A. Attendance at Board Meetings**

1. Board secretary will take roll call to determine if there is a quorum.
2. Board members who are not present, will be noted.
3. Time will be noted if a board member leaves during the board meeting.
4. If a board member returns to the meeting, it will be noted by the board secretary.

### **B. Citizens addressing the Board at Board Meetings**

1. 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 in accordance with Board Policy BED(LOCAL) and (LEGAL).
2. At all other Board meetings, public comments shall be limited to items on the agenda and posted with notice of the meeting in accordance with Board Policy BED(LOCAL) and (LEGAL).
3. Board members are at all times considered elected officials as a board member of West Oso ISD and are not public citizens acting in their individual capacity during public comment during board meetings.
4. Individuals who wish to participate during the portion of the meeting designated for public comment shall complete the form located inside the administration office and shall indicate the agenda item or topic they wish to address the Board and giving the form to the Board President before the meeting begins.
5. Each speaker is limited to three minutes.
6. Public comment shall occur at the beginning of the meeting.

**B. Citizens addressing the Board at Board Meetings (Continued)**

7. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

**C. Board response to citizens addressing the Board**

1. 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.
2. The Board President, when necessary, may direct the Superintendent to investigate item(s) and report back to the Board through transmittal or at a designated meeting.
3. The Board President shall recognize Board members prior to any member asking clarifying questions or making statements to the Board.
4. All Board members shall maintain professional decorum with all citizens addressing the Board at its Board meetings. The Board President may enforce this by addressing any board member who initiates or makes derogatory or negative comments toward any member of the public or staff member addressing the Board.
5. In addition, Board members are expected to conduct themselves ethically during all board meetings and public forums: no rude remarks, interruptions, yelling, name calling, or disrespectful verbal or body language.
6. If, during a public meeting or public forum, a board member conducts himself or herself in a manner that violates this standard, the board president may call for a recess or adjourn the meeting. If a majority of the board disagrees with the recess or adjournment, then meeting must continue. However, the offending board member may be reprimanded if the rest of the board unanimously agrees. A reprimand may include a censure of the board member that is violating board operating procedures or board policy.

**C. Board response to citizens addressing the Board (Continued)**

7. If a board member is disrupting a meeting to the extent that the board is unable to continue to conduct the business of the board meeting, the board president or presiding officer has the authority to stop the meeting and advise the board member to stop his/her disruption. If the disruption continues, to where business can not be conducted, the presiding officer would be able to ask the board member to be removed from the meeting.

**D. Discussion of individual employees or students by the Board or audience**

1. The Board shall not allow negative comments of individual employees by name or job title in open session.
2. The Board shall not allow negative comments of individual students in public session.

The Board President shall determine whether an individual addressing the Board had attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution.

Employee Complaints: DGBA

Student or parent complaint: FNG

Public Complaints: GF

**E. Hearings and Public Hearings**

1. During public hearings, the Board is assembled only to gather information.
2. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
3. Rules for the public hearing will be strictly adhered to:
  - a. Board will limit response to five minutes per testifier.
  - b. Board will not accept written (signed) or oral testimony.
  - c. Board will not allow duplicate testimony.
  - d. Board will not allow any derogatory comments.

**F. Board shall observe the parliamentary procedures in Robert's Rules of Order, 12<sup>th</sup> Edition.**

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 has the right to recognize a Board member prior to giving their comments, and each Board member will be recognized in turn for comment on each agenda item posted for discussion and/or action to

- F. Board shall observe the parliamentary procedures in Robert's Rules of Order, 12<sup>th</sup> Edition. (Continued)
  - 3. The Board President has the right to recognize a Board member prior to giving their comments, and each Board member will be recognized in turn for comment on each agenda item posted for discussion and/or action to minimize interruptions and to ensure that every Board member has a full opportunity to express his or her position. The Board President also has a right to ensure that the board meetings are run efficiently and will keep the agenda moving forward by avoiding repetitiveness.
- G. On March 27, 2023, the West Oso ISD Board of Trustees voted to approve the livestream of regular and special board meetings. A video and audio recording shall be made of all meetings of the Board that are held in the board room. This shall include regular and special board meetings. A meeting shall be exempt from this requirement if it is held in a place other than the board room where proper recording equipment is not available. The Board shall not record any closed meetings of any kind.

### **III. Voting**

- A. The Board President may vote on all action items.
- B. In case of a tie vote, the item will be tabled. The President will bring the item back to the Board on a subsequent agenda.

### **IV. Board Meeting Meals**

- A. In appreciation of the busy schedule trustees maintain, as well as the significant commitment they make to District through service on the Board, trustees and appropriate administrators will be provided a meal at each meeting of the Board, depending on the time of the meeting.
- B. Such meals will be paid for from District funds allocated for Board expenditures. Only 7 meals will be charged to the Board all other meals will be charged to their appropriate department.
- C. Meals will be coordinated by Central Office Administrative Staff as assigned by the Superintendent.

### **V. Individual Board Member Request for Information or Reports**

- A. Board members shall request information and/or reports through the Board President to the Superintendent.
- B. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the Board as per District Board policy.

- C. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting and meet with the Superintendent to discuss their questions or concerns.
- D. All information and reports requested will be distributed through a shared electronic Communication Matrix will all board members. The Communication Matrix will be updated weekly.

## **VI. Citizens Request/Complaint to Individual Board Member**

- A. Any Board member approached with a complaint by a citizen may hear the full complaint of persons involved, including date, time, and place for full understanding then:
  1. Issue chain of command to citizen.
  2. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
- B. The administrators shall communicate with the citizen in a timely manner and follow-up with the Board.

## **VII. Employee Request/Complaint to Individual Board Member**

- A. Any Board member approached by an employee with a complaint should:
  1. Issue chain of command to employee.
  2. Remind employee of due process and that the Board Member must remain impartial in case the situation goes before the Board.
- B. Refer employee to appropriate person in the chain of command.
- C. Board member should advise Superintendent in timely communication to provide a quick resolution.

## **VIII. Board Member Visit to School Campus & Administration Building**

- A. Board members are encouraged/expected to attend PTA and other special events on campuses to represent the Board in support of activities.
- B. Out of courtesy, board members will communicate with the Superintendent's Office prior to visiting a campus (other than for district/campus events).
- C. Board members are not to go into teachers' classroom or campuses for the purpose of evaluation or investigation.
- D. Board members must sign in at the campus office when conducting visits on campuses. (See GKC (LOCAL)]
- E. While on West Oso ISD property, Board members are expected to conduct themselves in a respectful, courteous manner.
- F. Board members should also be mindful of the busy workloads of West Oso ISD administrators and staff, and should be respectful of their time when visiting.

## **IX. Communications**

- A. Superintendent will meet with the Board President on a routine basis.
- B. Superintendent will communicate with all members via weekly transmittals.
- C. Superintendent will communicate information in a timely fashion to all Board members.
- D. Requests to Superintendent from Board President will be distributed to all Board members
- E. Board is encouraged to communicate with Superintendent via telephone calls, personal visits or transmittals.
- F. Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- G. Individual Board members cannot speak in an official capacity outside the Board Room.
- H. Board members will not communicate among Board members concerning School Board business via text, messaging software, email, fax or any other means that may be considered in violation of the Texas Open Meetings Act.

## **X. Evaluation of Superintendent**

- A. Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation.
- B. An evaluation is conducted in closed session.
- C. A Formative Superintendent Evaluation will be conducted in July and a Summative Superintendent Evaluation will be conducted in January of each year.

## **XI. Evaluation of the Board (Requirement)**

- A. An evaluation of the Board is an assessment of the completion of goals established by the Board and working relationship with the Superintendent.
- B. The evaluation of the Superintendent is an indication of the success the Board is having in meeting established goals.

## **XII. 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 duties.
- C. The Board President shall:
  1. Preside at all Board meetings.
  2. Appoint committees.
  3. Call special meetings.
  4. Sign all legal documents required by law.

### **XIII. Role and Authority of Board Member and/or Board Officers (Continued)**

- D. The Vice President shall act in the capacity of the President in the absence of the President.
- E. The Secretary shall:
  - 1. Keep accurate records of executive session Board meetings.
  - 2. Call meetings and act in the capacity of the President, in the absence of the President and Vice-President.
  - 3. Countersign all warrants.
- F. Board members are permitted to travel for purposes of continuing education to one out-of-state or national conference per year, and will be reimbursed to expenses incurred in accordance with WOISD policy. Travel expenses incurred in attending out-of-state or national conferences in excess of one time per year will not be subject to reimbursement.

### **XIII. Role of Board in Closed Session**

- A. In a closed session, the Board can only discuss those items listed on the agenda and as limited by law.
- B. The Board must vote in public session.
- C. Information discussed during executive session shall remain confidential.

### **XIV. Media Inquiries 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.
- B. All Board members who receive calls from the media should direct them to the Superintendent.

### **XV. Anonymous Phone Calls and/or Letters**

The West Oso ISD 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. Confidentiality is strictly maintained when possible.

### **XVI. Reviewing Board Operating Procedures**

Standard Board Operating Procedures will be reviewed and updated in June of each year and will be part of Board training. These procedures may be modified at any time by a 2/3 vote of the Board. Interpretation of Board Operating Procedures will be at the sole discretion of the Board.

## **XVII. Training/Orientation**

Training/Orientation: Board Training and New Board Member Orientation will be scheduled as needed, in accordance with Board policies BBD (LEGAL) and BBD (LOCAL). All Board members will meet all board training requirements established by the Texas Education Code, and will pursue TASB certification. The Board as a whole will determine what national, regional and state conferences to attend at District expense. Board members will be reimbursed for expenses incurred related to training and the performance of Board related business, in accordance with Board policies BBG (LEGAL) and BBG (LOCAL).

## **XVIII. Travel Expenses**

Each fiscal year, board members will be allocated a specific dollar amount, as approved by the Board, for their individual board travel expenses. Board members will have 15 working days upon returning from the specific travel/training in which to submit their reimbursable receipts. Any requests for reimbursement submitted after this deadline shall not be reimbursed.

### **Acknowledgement**

I hereby acknowledge that it is my responsibility as a Board member to review the West Oso ISD Board Operating Procedures annually. My signature below indicates that I have reviewed the procedures and agree to abide by the standards, policies, and procedures contained therein.

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**Velma Rodriguez, Board President**

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**Date**

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**Oscar Arredondo, Board Vice-President**

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**Date**

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**Belinda Gonzalez, Board Secretary**

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**Date**

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**Liz Gutierrez, Board Trustee**

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**Date**

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**Shirley Jordan, Board Trustee**

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**Date**

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Mario Rincon Sr., Board Trustee

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Date

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Rose Soto, Board Trustee

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Date

Revised on February 24, 2015

Amended to reflect information regarding travel: May 10, 2017

Revised by Legal Counsel: December 10, 2019

Revised on: July 12, 2021

Reviewed by Legal Counsel on: July 20, 2021

Board Approved: July 26, 2021

Further Recommendations Recommended by Legal Counsel: August 1, 2023

Reviewed, discussed and revised with the Board: August 15, 2023

Board Adopted: August 21, 2023

