

CARROLL ISD

BOARD OF TRUSTEES

**STANDARD OPERATING
PROCEDURES**

Amended September 13, 2010

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STANDARD OPERATING PROCEDURES

1. Process for Seating New Board Members [BBB (LEGAL)]
 - A. Results of the May Board election will be canvassed not earlier than the eighth day nor later than the eleventh day after the election.
 - B. Newly elected Board Members will be sworn in at the meeting called to canvass the votes or the first meeting he or she attends.

2. Developing Board Meeting Agenda
 - C. Who can place items on agenda
 1. Tentative agendas will be created by Administration and presented to the Board President by noon on the Wednesday prior to the scheduled meeting. The tentative agenda will be presented to the Board on Wednesday prior to the scheduled meeting. The final agenda, with accompanying synopses and documentation, will be presented to the Board by 3:00 p.m. on the Thursday prior to the scheduled meeting. During Summer Business Hours, the final agenda, with accompanying synopses and documentation, will be presented to the Board by 6:00 p.m. on the Wednesday prior to the scheduled meeting. The Board will receive a yearly calendar of cyclical agenda items in July of each year.
 2. Board Members must make requests to the Board President seven business days in advance for any item they wish to have considered for placement on the agenda. Such deadline may be waived at the discretion of the Board President.
 3. The Board President alone can place an item on the agenda. If two Board Members request an item for the agenda, the Board President will place it on the agenda.
 4. In accordance with the Texas Open Meeting Laws, no Member can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency pursuant to Tex. Gov't . Code 551.045.

 - D. Use of Consent Agenda
 - Routine items:
 1. Annual renewals of Region X and Region XI TEA agenda items
 2. Over \$500 tax refunds
 3. Proposed gifts, donations and bequests in excess of \$5,000 per month [CDC (LOCAL)]
 4. Routine financial information or updates
 5. Minutes of regular and special Board meetings
 6. Minutes of joint meetings with the City of Southlake
 7. Personnel agenda items (Leaves and Employment Recommendations)

- 8. Routine bid recommendations
 - 9. Policy Amendments
3. Conduct During Board Meetings: (Any time four or more Board Members are gathered to discuss school business, it is considered a meeting).
- A. Patrons may address the Board during the “Public Comments” Portion of Board Meetings [BED (LOCAL)]
 - B. Rules for the “Public Comments” will be strictly adhered to [BED (LOCAL)]

Note: If a person formally wishes to grieve/complain about specific issues there are administrative processes found in District policy. These policies are found at DGBA (LOCAL) for employee complaints, FNG (LOCAL) for student/parent complaints and GF (LOCAL) for community complaints.

- 1. Patrons may comment on any subject during the public comments portion of Board Meetings (except as indicated below in “C”) if they sign up prior to the start of the meeting.
 - 2. The Board will limit comments to five minutes per speaker.
 - 3. The Board will limit audience for guest comments to a total of 50 minutes.
 - 4. Delegations of more than five persons wishing to speak on the same topic shall appoint one person to present their views before the Board.
 - 5. The Board President is the sole judge with regard to enforcing the open forum guidelines.
 - 6. The Board President will not allow derogatory comments about individuals. Patrons, students and employees may grieve/complaint about specific individuals using the applicable grievance/complaint policy. [See DGBA (LOCAL), FNG (LOCAL) or GF (LOCAL)]
- C. Discussion of employee performance or individual students (Board/Audience)
- 1. The Board will not entertain comments on individual personnel in public session which would violate their rights to privacy.
 - 2. The Board will not entertain comments on individual students in public session which would violate their rights to privacy.
- D. Board response to patrons addressing the Board
- 1. Board Members can hear comments.
 - 2. Board President may direct Administration to investigate item(s) and report back to the Board at a designated meeting.
- E. Public Complaint Hearings [GF (LOCAL)]

1. Members of the public having complaints regarding the District's policies, procedures or operations may present their complaints or concerns to the Board after following the procedure set forth in GF (LOCAL).
2. The Board intends that, whenever feasible, complaints shall be resolved at the lowest possible administrative level.

F. Discussion of motions: [BE (LOCAL)]

1. The Board shall observe the parliamentary procedures in Robert's Rules of Order and pursuant to the Texas Open Meetings Act. [BE (LOCAL) and Texas Government Code § 551, respectively]
2. All discussion shall be directed solely to the business currently under deliberations.
3. 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.

G. The Board President reserves the right to recognize a Board Member prior to giving his or her comments.

4. Voting

- A. The Board President shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board. [BDAA (LOCAL)]
- B. No Member should vote on a motion in which he or she has a direct personal or pecuniary interest not common to other Members of the Board. [Robert's Rules of Order, BBFA (LEGAL), and Texas Government Code § 551]
- C. Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.

5. Individual Board Member Request for Information or Report [BBE (LOCAL)]

- A. Board Members may request information as outlined in Board Policy BBE (LOCAL). Members should request in writing information from the Superintendent or other designated custodian of records (with a copy of such request made to the Superintendent and Board President). The provider shall inform the Superintendent of the records provided.
- B. Requested Information About Meeting Agenda Items:
 1. Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.
 2. Any questions about agenda items or requests for additional information about them will be directed to the Superintendent,

Board President or other appropriate custodian of records (with copy of such request made to the Superintendent and Board President).

3. Request for information or questions about any agenda item should be made if possible at least one business day prior to the scheduled meeting.
4. If a written report is provided in response to the request, all board members will receive a copy of both the request and report prior to the opening of the meeting.
5. Board members may discuss the provided information or ask additional questions about the agenda item in the meeting.

C. Requested Information Not Related to Agenda Items:

1. Members should request information not related to a meeting agenda item in writing directly from the Superintendent or other designated custodian of records (with copy of such request made to the Superintendent and Board President).
2. The Superintendent or other designated custodian of records will determine if the information requested is available from existing sources or records or if it requires a special, one-time-only report.
3. If the requested information can be provided from readily available data with little to no diversion of staff time, it will be provided as soon as reasonable.
4. In the event the request requires a special report that will divert significant staff time from established priorities, the custodian of records will notify the requestor and the Superintendent of this fact.
5. The Superintendent will direct that the report be developed if he deems the requested information important to the Board's future decision-making.
6. If the Superintendent has a question regarding the importance of the requested information to future decision-making he will so notify the president of the Board.
7. The Board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important to its future decision-making.
8. If the board agrees that the information is important to its future decision-making, the Superintendent will direct that the report be developed and provided to all members of the Board.

6. Citizen Request/Complaint to Individual Board Member [BBE (LOCAL)]

- A. If members of the public bring concerns or complaints to an individual Board member, he or she may refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at FNG or GF]

- B. 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.
7. Employee Request/Complaint to Individual Board Member [BBE (LOCAL)]
- A. If employees of the District bring concerns or complaints to an individual Board member, he or she may refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See DGBA (LOCAL)]
 - B. 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.
8. Board Member Visit to School Campus
- A. All Board members are encouraged to attend school events as their time permits.
 - B. Board members are not to go unannounced into teacher's classrooms or individual buildings for any reason.
 - C. Board members must notify the building administrator of their visit.
9. Communications
- A. Superintendent will communicate with all Board members via telephone, fax, voice mail and weekly electronic mail.
 - B. Superintendent will communicate with Board President on a routine basis to discuss issues of the district.
 - C. Superintendent shall keep the Board continuously informed on issues, needs, and operations of the District. [BJA (LOCAL)]
 - D. Requests to Superintendent from Board President will be distributed to all Board members in weekly electronic mail messages or sooner, if needed.
 - E. Board will keep Superintendent informed via voice mail, telephone, e-mail or fax.
 - F. The Board will communicate with the community through public forums, regular Board meetings, committee meetings and regular publications.
 - G. Individual Board Members are not authorized to speak in an official capacity outside the Board meetings. [BBE (LOCAL)]
10. Evaluation of Superintendent
- A. Board President obtains input from all other Members on board approved indicators.
 - B. Evaluation will be conducted in closed session. [BJCD (LOCAL)].
 - C. Superintendent will receive feedback regarding his job performance from the Board twice a year. The Superintendent's formal evaluation will be conducted annually.

11. Criteria and Process for Selecting Board Officers
 - A. No Board President or Vice President can hold office without one year minimum Board experience.
 - B. Board offices, terms, duties and vacancies shall be resolved according to BDAA (LOCAL).
 - C. At the first meeting after each election and qualification of Trustees, the members of the Board shall organize by selecting Board Officers. [BDAA (LEGAL)]
 - D. Board officer elections will be held in accordance with Robert's Rules of Order.
 - E. Prior to any reorganization of the board, trustees may conduct a self evaluation.

12. Role and Authority of Board Member and/or Board Officer [BDAA (LOCAL)]
 - A. No Board Member or officer has authority outside the Board meeting [except for requests for information allowed under BBE (LOCAL)].
 - B. No Board Member can direct employees in regard to performance of their duties. Such attempts shall be reported by the Superintendent to the Board President.
 - C. President
 1. shall preside at all Board meetings
 2. appoint Board members to both committee participation and chairmanships. [BDB (LOCAL)]
 3. shall call special meetings
 4. sign all legal documents required by law
 5. have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board
 - D. Vice President
 1. shall act in capacity of Board President in his/her absence
 2. will work with Board President to appoint board members to both committee participation and chairmanships.
 3. performs other duties as directed by the Board
 - E. Secretary
 1. keeps, or causes to be kept, an accurate record of the proceedings of each Board meeting
 2. acts in the absence of the President and Vice President, the secretary shall call the meeting to order and conduct an election of a President pro-tem
 3. countersign all warrants
 4. perform other duties as directed by the Board

13. Role of Board in Closed Session [BEC (LEGAL)]

- A. Discuss only the items listed on the closed session agenda as limited by law
 - B. Board must vote only in public session.
 - C. Information discussed in closed session must remain confidential.
14. Media Inquires to the Board [GBBA (LOCAL)]
- A. The Board President or the Board designee shall be the official spokesperson for the Board to the media/press on issues of media attention.
 - 1. All board members who receive calls from the media should consider directing them to the Board spokesperson and notifying the Board President and Superintendent of the call.
 - 2. Board members who speak to inquiries from the media/press shall emphasize the views represented are his or her own.
15. Reviewing Board Operating Procedures
- A. Standard Board Operating Procedures will be reviewed and updated as needed.