

Lovejoy ISD

Board Operating Procedures

DEVELOPING BOARD MEETING AGENDAS

Placement of items on the agenda (Ref Policy BE Local)

- Tentative agendas are created by administration & President and presented to the board in advance for discussion and modification.
- Board members must request to the Board President, in writing, any item(s) they wish to have considered for placement on the agenda.
- Items may be placed on the agenda by the Superintendent, the Board President, any Board Member with approval of the President, or through a request by any two Board Members.
- In accordance with the Texas Open Meetings laws, no person can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as per Texas Government Code.

Items which cannot be placed on the agenda for open discussion and/or action (i.e., these must be discussed in Executive Session)

- All personnel issues unless specifically required by the Texas Open Meetings Act.
- Any item that violates the right to privacy as defined by the Texas Open Meetings Act and Texas Open Records Act.

Proper use of the consent agenda

- The School Board may consider the following items as part of its consent agenda, including, but not limited to, the following:
 - Routine items
 - Annual renewals and TEA items
 - Budget amendments
 - Tax refunds for more than \$500
 - Gifts, donations, and bequests
 - Financial information
 - Minutes of regular and special Board Meetings
 - Minutes of joint meetings
 - Updates of board policy
 - Routine personnel items
 - Routine bid recommendations
 - Contracts

CONDUCT DURING BOARD MEETINGS (Ref Policy BE Local)

Patrons addressing the school Board during Public Forum (Ref Policy BED Local):

- A person may address the Board on an agenda or non-agenda item by completing the prescribed form located on the sign-in table and giving it to the administration before the Public Forum of the meeting at which the person wishes to speak. Each speaker is limited to five (5) minutes with a maximum of thirty (30) minutes for public comments.
- If several persons sharing a point of view sign up to address the Board on a single item, a spokesperson can be selected to speak for the group at the discretion of the meeting chair.

Board response to persons addressing the Board during Public Forum: (Ref BE Legal, BED Local)

- 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.
- The Board President shall recognize Board Members prior to any Member asking clarifying questions or making statements to the Board. There can be no deliberation among the board unless the item appears on the agenda.
- When appropriate, the Superintendent or Board President will provide specific factual information in response to inquiries by members of the public.

BOARD MEMBER REQUEST FOR INFORMATION OR REPORT (Ref Policy BBE Local)

A Board Member may request existing information and/or reports from the Superintendent's Office. If the information is not available or a new report must be generated, it should be requested through the Board President. If the Board President does not agree to the request, it must be resubmitted to the Board President by two or more Members. In case of an emergency, the Board President may request information or reports.

CITIZEN INQUIRIES TO THE BOARD (Ref Policy BBE Local)

The Board Member will hear citizen's problem(s) for full understanding of the persons involved, date, and place.

- Repeat problem to the citizen and refer to appropriate person.
- Explain problem resolution process to citizen.
- If applicable, remind the citizen of due process (in GF Local) and that the Board Member must remain impartial in case the situation goes before the Board.
- The Board Member will contact the Superintendent.

EMPLOYEE REQUESTS/INQUIRIES TO THE BOARD (Ref Policy BBE Local)

The Board Member will respond to employee complaints as follows:

- Remind the employee of due process procedure (Policies DGBA Local and Legal) and that the Board Member must remain impartial in case the situation goes before the Board.
- Refer employee to appropriate person in the chain-of-command.
- The Board Member will contact the Superintendent.

BOARD MEMBER VISIT TO SCHOOL CAMPUS

- Board Members are encouraged to visit school and volunteer through the parent teacher organization or attend school events as their time permits. Such visits and attendance should be for the purpose of supporting the campus administration, faculty, staff, students, and parents.
- Board Members will not visit any school facilities including individual classrooms or work stations for the purpose of evaluation.
- Board Members who wish to visit a school in their capacity as a board member will schedule a planned visit with the Superintendent's Office who will notify the building principal.

COMMUNICATIONS

- The Board as a whole is committed to and encourages community input through surveys, public forums, and on-going communications activities.
- Requests to Superintendent from any Board Member will be distributed to all Board Members.
- Board Members will communicate with Superintendent in a timely manner.
- Board as a whole will communicate with its community through public hearings, regular board meetings, and regular publications.
- Board Members who attend functions of interest to the Board as a whole will communicate items of interest to all Board Members and Superintendent.
- Individual Board Members cannot represent the board or commit the board outside the Boardroom without consent from the Board on any issue that has not been acted on (Ref Policy BBE Local).

EVALUATION OF THE SUPERINTENDENT (Ref Policy BJCD Legal, BJCD Local)

- Board President obtains input from all other Members on Board approved indicators.
- Evaluation is conducted in Executive Session by consensus.
- Summative Evaluation will be conducted every June.
- There will be at least two Formative Evaluations prior to the Summative Evaluation.

BOARD OFFICER ELECTION (Ref Policy BDAA Legal)

- Election of Board Officers is held in May of each year for the following year.

ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

Ref Policies BBE Legal and Local

No Board Member or officer has authority outside the Board meeting.

No Board Member can direct employees in regard to performance of their duties.

Board Member as parents, when communicating with staff, make it clear that you are acting as a parent and not as a board member.

All Board Members are expected to complete all continuing education requirements. (BBD Legal)

PRESIDENT

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

VICE PRESIDENT

- shall act in capacity of President in absence of President.

SECRETARY

- Secretary or designee shall keep accurate record of Board meetings.
- Acting in absence of President and Vice President, the Secretary shall call meeting and election for President Pro Tem.

ROLE OF BOARD IN EXECUTIVE SESSION

- Board can only discuss those items listed on the executive agenda and as limited by law.
- Board must vote in public session.
- Information discussed during Executive Session must remain confidential until it is officially made available to the public.

MEDIA INQUIRIES TO THE BOARD

- On issues before the Board, the Board President or designee shall be the official spokesperson for the Board to the media.
- All Board Members who receive calls from the media can refer them to the Superintendent or the Board President, as appropriate.
- Board members may respond to the media on matters of general interest to express their personal perspectives.

BOARD WORK SESSIONS

- Team of Eight Training: as soon as is possible following Election Day, a work session with the Team of Eight will be held. As stated in 19 TAC, Section 61.1(b)(2), the entire board, including all board members, shall annually participate with the superintendent in a team building session facilitated by the ESC or other provider.

REVIEWING BOARD OPERATING PROCEDURES

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