

Buckholts ISD



Board of Trustees

Operating Procedures
2015 – 2016

Revision Approved: 7/27/2015

Board of Trustees

President	Edwin Peeler
Vice-President	Cindy Talafuse
Secretary	Samantha Marrs
Member	Leslie Lorenz
Member	David Meinardus
Member	Adam Losoya
Member	Ricky McCall

School Board members invest a lot of time preparing for Board meetings, attending trainings, and participating in school events. The members are not compensated for their work and are not allowed, by law, to receive any special treatment outside of duties in their “official capacity.” Make sure you let them know how much you appreciate their efforts.

Official Capacity: Board members are working in official capacity only when they are in a scheduled board meeting, executing duties related to their elected board position, or carrying out duties assigned by the board through a motion approved by the majority present during a scheduled board meeting.

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1) Board Development

The Board is the educational policy-making body for the District. To effectively meet the challenges of public education, the Board and the Superintendent must function together as a leadership team. Each leadership team must annually assess its development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

- a. Pre-election – BBA (legal)
 - i. Eligibility Requirements
 1. At least 18 years old and a United States Citizen
 2. Not mentally incapacitated
 3. Not convicted of a felony
 4. Resident of the District for six months and Texas for twelve months prior to filing deadline
 5. Qualified voter
- b. Training – BBD (legal)
 - i. Mandatory
 1. Open Meetings Act (within 90 days of taking oath)
 2. Local Orientation (within 60 days of election/appoint.)
 3. Legislative Updates (after each session)
 4. Team of 8 – Board and Superintendent (yearly)
 - ii. Continuing Education
 1. First year = at least 10 hours
 2. Following years = at least 5 hours
 3. Board President – Must target president’s duties
 - iii. Public Information Act
 1. The Superintendent will fulfill the duties of the public information coordinator

2) Board Meeting Agendas

- a. Placing items on the agenda – BE (local)
 - i. Agendas for the Board’s regular meetings are developed by the school’s administration based on an annual calendar of items and the current needs of the District.
 - ii. The Board President may place items on the agenda.
 - iii. Two or more Board members may make a written request to the Board President or Superintendent to place items on the agenda.
 - iv. All agenda requests must be submitted at least ten calendar days before the regular Board meeting.
 - v. All agenda items being requested by Board members must be accompanied with sufficient detail and information so that Board members will understand the issue.
 - vi. If insufficient detail is provided, the Board President will request more information from the authors and the item will be moved to the next regular meeting or scheduled for discussion only.
 - vii. Approximately seven calendar days before the Board’s regular meeting, the agenda is presented to the Board President for approval or updates. The acting Board President alone has the authority to approve agendas.
 - viii. In accordance with the Texas Open Meetings Law, all items must be on the agenda at least 72 hours ahead of the meeting, except in emergencies as allowed by the Act.
 - ix. Items that violate someone’s right to privacy cannot be placed on the agenda as they protected by Texas Law, including the Texas Open Meeting Act or the Texas Open Records Act.

3) Board Members' School Interactions

a. Coming to Campus – BBE (local) & GKC (local)

All visitors to the school, including parents and Board members, are welcome to visit the campus; however, prominent notices shall be posted around the District that all visitors must first report to the administration office.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Additionally, Board members will notify the campus principal prior to the visit. At no time will Board members visit campuses in an attempt to evaluate personnel on that campus.

- i. Security Procedures: Board members, not acting in an official capacity or attending a Board meeting, must follow the same security requirements as any other community member of parent.
- ii. Campus Locations: Board members, not acting in an official capacity or attending a Board meeting, may not visit areas of the campus not open to the public, such as locker rooms or maintenance areas.
- iii. School Facilities: Board members, not acting in an official capacity or attending a Board meeting, may not use school facilities without receiving approval through the same process as any other community member or parent.
- iv. Equal Treatment: Board members, not acting in an official capacity or attending a Board meeting, are to be treated the same as any other community member or parent.

- b. Discussions with staff - BBE (local)
 - i. Questioning/Investigating issues or staff: Board members, not acting in an official capacity or attending a Board meeting, may not question a staff member on school related issues, except as a parent with their children's issues (this does not prevent a staff member from bringing a serious issue to a Board member).
 - ii. Directing or influencing Staff: Board members, not acting in an official capacity, may not direct the actions or duties of staff members or intimidate them into taking suggested actions.
- c. Discussions with other Board members – Open Meetings Act
 - i. Polling other members: Board members may not poll other members about a topic that could be considered on an agenda in the future. (All discussions on Board issues must take place in a legally called meeting of the Board where a quorum is present.)

4) Board Meetings – Public Input

Public input is limited during a Board meeting, although this input is critical to the proper functioning of a school district. The input comes in many forms and community members are welcome to contribute; however, there are very specific regulations surrounding the functioning of a Board meeting that must be followed.

Board members are encouraged to send community members interested in providing input to the school’s administration so that they can be considered for committees, notified about public hearings, or have their questions answered. Administrators in Buckholts ISD are more than happy to meet with parents and community members and these meetings can be arranged through the principal’s secretary or the superintendent’s secretary.

a. Public Comments Item – BED (local)

(Comments made during public comments item on the agenda)

- i. Members of the public wishing to speak to the Board must sign up on the specified form and list their topic.
- ii. The Board President will read the legal and Board limitations placed on public comments before the speakers begin.
- iii. Members of the public may speak for no more than 5 minutes individually and 30 minutes total.
- iv. Board members may not discuss public comments unless the issue is on the agenda and then only when that item is taken up by the Board.
- v. The Board President or the Administration may provide factual data on an issue but it cannot be discussed by the Board.

b. Public Comments General – BED (local)

(Comments made during regular agenda items)

- i. The public is not to comment during the regular Board agenda items and can be removed from the meeting if they disrupt.
- ii. Board members are not to address unsolicited public comments during regular Board discussions.

5) Board Meetings – Member Attendance

Each Board member is expected to attend each Board meeting. Attendance is important not only to ensure that a quorum is present but to have an informed and engaged Board of Trustees.

- a. Excessive Absences – BBC (local)
 - i. Board members may miss no more than three regularly scheduled meetings and/or meetings where grievances are heard during any 12 month period.
 - ii. Action to censure the Board member must be taken within 60 calendar days.
- b. Reporting Absences
 - i. Board members shall report the reasons for their absences to the Board President. On the fourth and later absences, the President will decide if the absence is excused.
 - ii. The President’s decision can be appealed to the entire board.
- c. Recusal
 - i. Board members who attend a meeting and then formally recuse themselves are considered in attendance.

6) Complaints and Concerns

- a. Handling Complaints – BBE (local)
 - i. All concerns and complaints brought to an individual shall be referred to the appropriate school administrator.
 - ii. When the complaint directly pertains to the Board’s own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.
- b. Requesting Information – BBE (local)
 - i. Individual Board members shall seek access to records from the Superintendent.
 - ii. Individual Board members shall not have access to confidential records unless acting in their official capacity.
 - iii. No individual Board member shall direct or require District employees to prepare reports or create new records from existing records.