

Glasscock County Independent School District



School Board Operating Procedures 2023-2024

Board Approved 12/14/23

Board of Trustees

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It is the policy of Glasscock County Independent School District not to discriminate on basis of race, color, national origin, sex, handicap, or age.

Board Operating Procedures

Glasscock County Independent School District

In effective school systems, the Superintendent, and the Board function as a “Team of Eight.” A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Glasscock County ISD Board of Trustees and Superintendent function as a “Team of Eight” to provide open communication to the staff and patrons of the district.

The Glasscock County ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the district.

I. Developing Board Meeting Agenda

A. Placing items on agenda

1. The tentative agenda is created by the superintendent and is available to the Board President one week before the regular Board meeting.
2. Board members must request through the Board President in advance any item they wish to have considered for placement on the agenda.
3. The Board President shall place an item on the agenda if the item is requested by a Board Member.
4. In accordance with the Texas Open Meeting Law, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Code.

B. Items for Executive Session

1. All personnel issues must be conducted in an executive session, unless specifically required by Texas Open Meeting Law.
2. Anything that violates the right to privacy, i.e., Texas Open Records Act, cannot be placed on the agenda and/or discussed in open session.
3. Other matters excepted 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 privilege.

II. **Member Conduct During Board Meetings** (Four members present constitutes a quorum for a meeting.)

A. Citizen addressing the Board

1. At Regular Board Meetings a citizen may address the Board on an agenda or non-agenda item by completing the form located inside the Board room and giving the form to the presiding officer or designee before the meeting begins. At all other meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. Each speaker is limited to five minutes.
2. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments in accordance with Board Policy BED(LOCAL).
3. The Board President may request the Superintendent to respond to concerns of citizens at the meeting.

B. Discussion of individual employees or students by the Board or audience

1. The Board shall not allow discussions of any employee or students in public session.

C. Hearing 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. The Board will limit response to five minutes per testifier.
 - b. The Board will accept written (signed) or oral testimony.
 - c. The Board will not allow duplicate testimony.
 - d. The Board will not allow any derogatory comments.

D. The Board shall observe the parliamentary procedures in *Robert's Rules of Order*, revised.

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.

III. **Voting**

A. The Board President may vote on all action items.

B. In the case of a tie vote, the item is tabled. The President may bring the item back to the Board on a subsequent agenda.

IV. **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.
- C. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting.

V. Citizen Request/Complaint to Individual Board Member

- A. The Board member should hear the full complaint for understanding of persons involved, date, time, and place.
 - 1. Repeat problem back to citizen.
 - 2. Issue chain of command to citizens.
 - 3. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the board.
- B. Refer citizen to appropriate person in the chain command and consult with superintendent if necessary.
- C. The administrators shall communicate with the citizen in a timely manner and follow-up with the Board.

VI. Employee Request/Complaint to Individual Board Member

- A. The Board members will hear the employee's problem for full understanding.
 - 1. Repeat problem back to employee.
 - 2. Issue chain of command to employee.
 - 3. Remind employee of the due process procedure and remain impartial.
- B. Refer employee to appropriate person in the chain of command and/or consult with superintendent if necessary.
- C. The employee will hear from the Superintendent within a timely fashion unless the employee requests no contact from the Superintendent.

VII. Board Member Visit to School Campus

- A. Board members are encouraged/expected to attend activities on campuses to represent the board members in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
- C. Board members must notify principal of visits to campuses when they are not attending a scheduled activity.

VIII. Communications

- A. The Superintendent will meet with the Board President on a routine basis.
- B. The Superintendent will communicate with all Board members as items arise.
- C. The 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. The Board will keep Superintendent informed via telephone calls, text, e-mail or personal visits.
- 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.

IX. 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 executive session.
- C. Summative evaluation of the Superintendent will be conducted in June of each year.

X. Evaluation of the Board

- A. 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.

XI. Role and Authority of Board Member and/or Board Officers
(Set down by state statute)

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member or officer 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 documents required by law.
- D. The Vice President shall act in capacity of President in the absence of President.
- E. The Secretary shall:
 - 1. Keep accurate record 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.

XII. Role of Board in Executive Session

- A. The Board can only discuss those items allowed by law in executive session.

- B. The Board must vote in public session.
- C. Discussion during executive session must remain confidential.
- D. A certified agenda will be kept.

XIII. Media Inquiries to the Board

- A. The Board President or Superintendent 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 Board President or Superintendent.

XIV. Anonymous Phone Calls and/or Letters

The Glasscock County 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 the administration. Confidentiality is strictly maintained when possible.

XV. Reviewing Board Operating Procedures

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

Exhibit A: Commonly Used Board Policies

BBD (LEGAL, LOCAL, EXHIBIT)

BBE (LEGAL, LOCAL)

BBF (LOCAL)

BBFA (LEGAL, LOCAL)

BDAA (LEGAL,LOCAL)

BDAB (LEGAL, LOCAL)

BDAC (LOCAL)

BDAD (LOCAL)

BE (LEGAL,LOCAL)

BED (LEGAL, LOCAL)

BJA (LEGAL,LOCAL)

BJCD (LEGAL, LOCAL)

CAA (LOCAL)

DGBA (LEGAL,LOCAL)

FOD (LEGAL)

FNG (LEGAL)

GF (LEGAL, LOCAL)

Exhibit B: Code of Ethics for School Board Members of Glasscock County ISD

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

- I will be accountable to the public by representing district policies, programs, priorities and progress accurately.
- I will be responsive to the community by seeking its involvement in district affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of district resources.
- I will make no personal promise or take private action that may compromise my performance of my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the board.
- I will base my decision on fact rather than assumption, opinion, or public favor.

Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of the district as a whole.
- I will consistently uphold all applicable laws, rules, policies and governance procedures.
- I will keep confidential information that is privileged by law or that will needlessly harm the district if disclosed.

Commitment to Service

- I will focus my attention on fulfilling the board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend board meetings.
- I will avoid personal involvement in activities the board has delegated to the superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student Centered Focus

- I will be continuously guided by what is best for all students of the district.

Exhibit C: Continuing Education Requirements

Required Continuing Education	First Year in Office	Subsequent Years in Office
Local District Orientation	Three hours within the first 120 days in office	N/A
Orientation to the Texas Education Code	Three hours within the first 120 days in office	N/A
Update to the Texas Education Code	Following each legislative session and of sufficient length to address major changes	
Team-building (Team-of-eight)	Three hours	Three hours every year
Additional Education based on Framework for School Board Development	Ten hours	Five hours every year
Evaluating and Improving Student Outcomes	Three hours within the first 120 days in office	Three hours every two years
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	One hour within the first 120 days in office	One hour every two years
Open Meetings Act (OMA)	One hour within the first 90 days in office	N/A
Public Information Act (PIA)	One hour within the first 90 days in office	N/A
Cybersecurity	Varies by provider	Every year
School Safety	Two hours within the first 120 days in office	Every two years

Exhibit D: Annual Board Activity Calendar

Month	Action Items	Special Meeting	Events
January	<ul style="list-style-type: none"> • Approve noncertified salary schedule. • Approve certified salary schedule. 	<ul style="list-style-type: none"> • Monthly Reports • Public hearing on TAPR report 	<ul style="list-style-type: none"> • School Board Appreciation
February	<ul style="list-style-type: none"> • Approve next year's district calendar. • Approve purchasing coop for cafeteria. • Administrator Contract Renewals • Approve Salary structure of the Cafeteria Director, Business Manager, Maintenance Director, Grounds Director, and Payroll/PEIMS Director. 	<ul style="list-style-type: none"> • Monthly Reports 	
March	<ul style="list-style-type: none"> •Teacher Contract Renewals •Approve at- Will employees •Approve stipends for next school year •Approve employee contract adjustment 	<ul style="list-style-type: none"> • Monthly Reports 	
April	<ul style="list-style-type: none"> • Allotment and TEKS Certification • Annual technology purchases 	<ul style="list-style-type: none"> • Monthly Reports 	
May	<ul style="list-style-type: none"> • Staff development waiver 	<ul style="list-style-type: none"> • Monthly Reports 	<ul style="list-style-type: none"> • High School Graduation
June	<ul style="list-style-type: none"> •Student transfer list •low attendance waiver (if applicable) •Missed days waiver (if applicable) •Consider fuel Prices, paper prices, trash service prices, and propane prices. •Superintendent contract and salary 	<ul style="list-style-type: none"> • Monthly Reports • Post Notice of Candidate filing deadline 	
July	<ul style="list-style-type: none"> •Approve student code of conduct •Approve 4-H Resolution •Approve T-TESS appraisers •Approve T-TESS appraisal calendar •Approve Breakfast and lunch prices • Approve Board Operating Procedures 	<ul style="list-style-type: none"> • Monthly Reports •Review student Handbook. •Review High School Course Description Catalog •Review Junior High Course Description Catalog •Review Athletic Guidelines •Review Deterrent to illegal drug and alcohol use policy •STAAR/EOC Results-Tentative 	<ul style="list-style-type: none"> •School Board Conference

August	<ul style="list-style-type: none"> •Propose tax rate •Approve property-liability insurance •Approve auditor engagement letter <p><u>Special Meeting</u></p> <ul style="list-style-type: none"> •Adopt budget •Adopt M&O •Adopt I&S •Budget Amendments 	<ul style="list-style-type: none"> • Monthly Reports •Order School Board Election •Deadline to file for School Board Election •Public hearing on budget and tax rate •Discuss Capital projects 	
September	<ul style="list-style-type: none"> •Final STAAR/ EOC Results •Approve Board Goals •Approve Superintendent Goals 	<ul style="list-style-type: none"> • Monthly Reports •Cancel School Board Election (if applicable) •Board Training (Team of 8, EISO or Legislative update) 	
October	<ul style="list-style-type: none"> •Approve employee contract adjustment 	<ul style="list-style-type: none"> • Monthly Reports •Report on Board Member's continuing education hours. 	
November	<ul style="list-style-type: none"> •Approve Campus and District Improvement Plans •Approve FIRST Report 	<ul style="list-style-type: none"> • Monthly Reports •FIRST Report Hearing •Staff Christmas Party 	•School Board Election
December	<ul style="list-style-type: none"> •Approve audit report 	<ul style="list-style-type: none"> • Monthly Reports 	• Staff Christmas Party