

POTEET ISD

BOARD OF TRUSTEES
OPERATING PROCEDURES

OCTOBER 7, 2019

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** The Board Operating Procedures is a living document that continues to be modified to reflect legislative changes.*

VISION STATEMENT:

To be a progressive district of global thinkers and leaders.

MISSION STATEMENT:

Poteet ISD, a professional learning community, is committed to providing educational opportunities for each student to use to develop their unique abilities needed to be successful contributors to society.

POTEET ISD BOARD GOALS:

Allocate resources in the most effective manner to support a positive learning environment maximizing student achievement.

Prepare and equip our students to become self-motivated for their futures by offering programs that meet their curriculum needs through vertical alignment, cross-curricular content and specialized programs to increase student achievement.

Recruit, develop, retain, reward, and continuously develop exceptional staff to maximize the learning of all students.

Communicate clearly and openly with community, parents, staff and students in a timely manner.



POTEET ISD CODE OF ETHICS BOARD OF TRUSTEES & STAFF

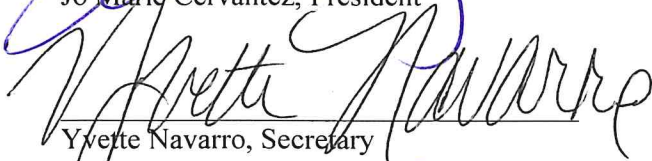
As a School/Trustee or Staff Member of Poteet Independent School District, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following educational and ethical standards:

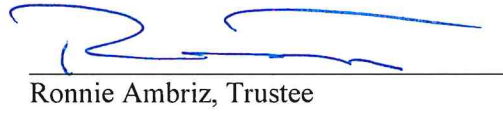
1. Bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, State Board of Education rules, and court orders pertaining to schools.
2. Make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, or social standing.
3. Recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise the Board.
4. Focus Board action on policymaking, goal setting, planning, and evaluation, and insist on regular and impartial evaluation of all staff and programs.
5. Support and protect school personnel in the proper performance of their duties.
6. Vote to appoint the best qualified personnel available after consideration of recommendations of the Superintendent.
7. Hold confidential all school matters that, if disclosed, may needlessly injure individuals or the schools, and respect the confidentiality of information that is privileged under applicable law.
8. Attend all scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
9. Delegate authority for the administration of the school district to the Superintendent.
10. Endeavor to make policy decisions only after full discussions at publicly held Board meetings, render all decisions based on the available facts, and refuse to surrender that judgment to individuals or special groups.
11. Encourage the free expression of opinion by all personnel and seek systematic communications among the Board and students, staff, and others.
12. Communicate to Trustees and the Superintendent, at appropriate times, expressions of public reaction to Board policies and school programs.
13. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school board associations.
14. Refrain from using my Board or Staff position for personal or partisan gain.
15. Make certain the Board and Staff remain responsive to the community by assuring courtesy to patrons, considering their views, and treating them with respect and dignity.
16. Remember always that my first and greatest concern must be the educational welfare of all the students attending Poteet schools.

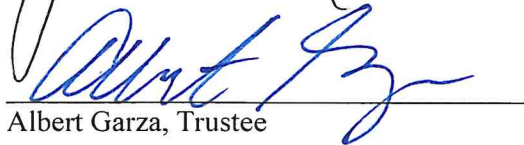
Signed this 18 day of November, 2019.

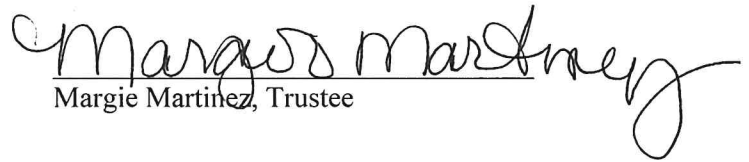

Jo Marie Cervantez, President


Diego Puente, Vice President


Yvette Navarro, Secretary


Ronnie Ambriz, Trustee


Albert Garza, Trustee


Margie Martinez, Trustee


Rocky Wilson, Trustee

On behalf of Staff


Charles W. Camarillo, Superintendent

BOARD MEETINGS

1. Board Meeting Dates

- i. Board meetings are held regularly at 7:00 p.m. on the third Monday of each month in the designated meeting room. Some scheduling dates do occur such as holidays.
- ii. The Superintendent will develop a Board calendar that will include regular and workshop meeting dates of the Board of Trustees.
- iii. The calendar will include those items that are cyclical and/or reoccurring for consideration at regular or workshop meetings.
- iv. The calendar will be reviewed twice annually for updates and revisions.

2. Board Meeting Agenda

A. Developing the Board Meeting Agenda

- i. A draft of the agenda is prepared by the Superintendent, for approval by the Board President at least 1 week in advance of the meeting for which the agenda is being prepared.
- ii. Any board member may request that an item be placed on the agenda for board consideration by contacting the Board President or the Superintendent seven (7) working days prior to the meeting.
- iii. No item can be placed on the agenda less than seven days in advance of the meeting without the Board President's approval.
- iv. In accordance with the Texas Open Meetings Act, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency or public necessity.

B. How to request information about Agenda Items

- i. Members are encouraged to ask for information from the Superintendent before the board meeting.
- ii. Any questions about agenda items or requests for additional information about them will be directed to the superintendent or his/her designee (or administrator responsible for the agenda item) noted in agenda packet.
- iii. If the information requested is readily available the Superintendent (or designee) will provide it to the requesting members and report it to the Board at the meeting. If the requested information cannot be gathered prior to the meeting, the Superintendent (or designee) will make every attempt to provide the answers or requested information at the meeting.
- iv. If a written report is provided in response to the request, all members will receive a copy.

C. Timely Notification and Information

- i. Board members shall be notified of a meeting at least 72 hours prior to a called or special meeting, and at least two hours prior to an emergency meeting
- ii. Board members will receive relevant supporting documents for the upcoming meeting at least 72 hours prior to the meeting.

D. Training and Continuing Education

- i. Each Board member is required to attend training every year for continuing education credit hours. New Board members will have additional required training during their first year of service. Continuing Education Credit hours will be offered at conferences and other local/state seminars throughout the year.
- ii. All Board members are expected to complete all continuing education requirements within the allotted time frames set by the state.
- iii. Attending local, regional, state and national conferences, including the Federal Relations Network (FRN) conference, is highly encouraged.
- iv. Applying for Leadership TASB is also highly encouraged.

E. Advocacy

- i. Board members are encouraged to be advocates, not only for PISD, but for all of public education. Through trainings and conferences, Board members will become familiar with those issues affecting PISD and other school districts across the state.
- ii. Working with legislators and other elected officials locally and on the state and national level is part of what we do as Board members. Building these partnerships serves to strengthen all of public education.

3. Conducting Board Meetings

A. Quorum

- i. Any time four or more board members are gathered to discuss school district business, it is considered a meeting, and must be posted as such according to Board legal policy.

B. Parliamentary Procedure

- i. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, revised, or as spelled out in adopted procedure.
- ii. 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.
- iii. Except in conflict of interest, as defined by law, or ethical conflict of interest, Board members shall vote on all action items.

C. Executive Session

- i. The Board may meet in executive session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
- ii. The posted agenda shall identify the section or sections of the Act authorizing the closed meeting and the general topics or subjects to be discussed
- iii. Before any closed meeting is convened, the presiding officer will publicly identify such section or sections and such topics and subjects.
- iv. All actions or decisions regarding the closed session items will be taken to vote in open meeting.
- v. The superintendent shall attend all meetings of the Board, both public and closed, except when the Board is considering the Superintendent's contract evaluation or performance, or is resolving conflicts between individual Board members, or is acting as a tribunal.
- vi. In the event of the Superintendent's illness or Board approved absence, the Superintendent's designee shall attend such meetings.

D. Public Participation

- i. All board meetings of the Board, the President shall allot time to hear persons who desire to make comments to the Board.
- ii. Those who wish to address the board during the open, public comments time are required to sign-in at the beginning of the meeting and indicate the topic about which they wish to speak.
- iii. If persons have signed up to speak, the Board President will announce the rules for public participation. The rules of Public Participation found in BED(LOCAL) will be summarized for the audience.

- iv. Citizen comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints or comments about students, employees or officials of the district.
- v. Questions asked by the public on topics on the posted agenda may be answered during the discussion of that agenda item. Comments or questions on topics not on the posted agenda may be referred to the Superintendent for consideration and later response.
- vi. The Board vests in its President or other presiding officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules.
- vii. A citizen may place an item on the agenda by filing a request in writing to the Superintendent AFTER exhaustion of administrative remedies.

E. Response to Citizens Addressing the Board

- i. Board members will listen attentively to comments
- ii. Board members will not respond to or enter into discussion with the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda, and items not on the agenda are not allowed in discussion per the *Texas Open Meetings Act*.

F. Hearings

- i. Employee or student/parent grievances will be handled according to FNG (LOCAL) and DGBA (LOCAL).
- ii. Issues not resolved adequately at the Superintendent level may be appealed to the Board for consideration at their regularly scheduled meeting.
- iii. When hearing grievance matters, the Board adopts the following rules of procedure:
 - a. No new evidence will be considered.
 - b. No new complaints or points of contention or argument will be considered.
 - c. Ideally, the Board will not substitute its judgment for that of the administration unless the administration's findings and rulings are contrary to law or policy, or are not supported by substantial evidence.

G. Conduct During Board Meeting

- i. Anytime four (4) or more Board members are gathered to discuss school business, it is considered a meeting.
- ii. Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
- iii. The Board shall observe the parliamentary procedures in Robert's Rules of Order, except as otherwise provided in board procedural rules or by law.
- iv. Board members are expected to attend and participate in duly called meetings. Board members should come to the board meetings prepared to discuss and take action on all

items on the agenda. At a minimum, each Board member is expected to have done the following prior to arrival at every board meeting:

- a. Studied the material in the board packet sent to them prior to the meeting.
- b. When possible, resolve questions beforehand by contacting the Superintendent or administrative staff.

4. Board Committees

- i. The Board may, from time to time as it deems necessary, create committees to facilitate the efficient operation of the Board.
- ii. A committee that includes one or more Board members and has supervision or control over public business or public policy is subject to the Open Meetings Act when it meets to discuss that public business or policy.
- iii. A committee that includes less than a quorum of the Board is not subject to the Open Meetings Act if it serves a purely advisory function, with no power to supervise or control public business. However, should the committee actually function as something more than an advisory body, having supervision or control functions, it must comply with the Open Meetings Act to avoid depriving the public of access to the Board's actual decision making process.

5. Electing Board Officers

- i. No board member may hold office without one year minimum board experience.

6. Role and Authority of Board Members and/or Board Officers

A. Role and Authority

- i. No board member or officer has authority outside the board meeting.
- ii. No board member can direct employees in regard to performance of their duties.
- iii. ***President***
 - a. Shall preside at all board meetings
 - b. Appoint committees
 - c. Shall call special meetings and
 - d. Sign all legal documents required by law
- iv. ***Vice President***
 - a. Shall act in capacity of president in absence of president.
- v. ***Secretary***
 - a. Keep accurate record of board meetings.

- b. Acting in absence of President and Vice President, the secretary shall call meeting and election for President Pro-Team.

vi. Office Vacancy

- a. A vacancy among officers of the Board other than the president shall be filled by majority action of the Board.
- b. A vacancy in the Presidency shall be filled by the Vice President and a new Vice President shall be elected.

B. Addressing Issues Involving Your Own Children

- i. While members of the Board of Trustees have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents, therefore
 - a. Board members should make it clear that they are acting as a parent.
 - b. Board members should not request nor accept extraordinary consideration for their student.
- ii. Board of Trustees follow the same chain of command as non-board members.

C. Reimbursable Expenses

i. Board members shall be reimbursed for reasonable expenses such as:

- a. Carrying out the business of the board at board request.
- b. Attending meetings and conventions as official representatives of the Board.

ii. Board Travel

- a. Board members are often required to attend conferences for training and/or professional development.
- b. The travel request form shall be utilized by the board secretary to request travel advancements for board travel expenses such as registration meals, transportation, etc. Board lodging expenses will be paid using the district credit card.
- c. Board meal expenses will be advanced at a maximum of \$30.00 per day for overnight travel with the exception of first and last day travel. First day of overnight travel and last day of travel (return date) will be reimbursed at a maximum of \$15.00 per day. Any unused advanced funds and original, itemized receipts must be returned to the Business Office within 5 business days after the event.
- d. Only meals will be advanced, all other expenses will be reimbursed upon return with itemized documents, other than mileage which will be reimbursed from map showing destination.

- e. Individual board members will be issued a reimbursement check once all receipts and information is returned to the business office within 5 business day.

iii. Reviewing Board Operating Guidelines

- a. Standard Board Operating Guidelines will be reviewed and updated as needed at the July board meeting.

D. Board Member Vacancy

- i. If a board member is considering resignation for the Board, notify the Board president and the Superintendent.
- ii. A vacancy that occurs on the Board through death, resignation, or other means of removal may be filled by appointment by the remaining Board members until the next Board member election, in accordance with BBB (LEGAL).
- iii. At the time of the appointment, the appointee must be a registered voter and a resident of Poteet ISD. The appointed Board member shall serve until the next regular election for the position to which he or she was appointed.

7. ANNUAL EVALUATIONS

A. Superintendent Evaluation

- i. A formative evaluation will be conducted in closed session annually in January, and a summative evaluation will be conducted annually in July, it will include discussion and action of the Superintendent's contract.
- ii. The Board will use the approved evaluation instrument for the evaluation. A copy of the evaluation document will be completed in advance by each Board member, and submitted to the Board President no later than three days prior to the formal review. All comments and ratings will be compiled into a single document to be given to the Superintendent for discussion during the closed meeting.
- iii. The Board shall strive to accomplish the following objectives during each evaluation:
 - a. Clarify to the Superintendent his or her role, as seen by the Board.
 - b. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
 - c. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
 - d. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - e. Ensure administrative leadership for excellence in the District.

B. Board Evaluation/Team Building

- i. There will be a routine assessment of the status of the Board/Superintendent team annually, ideally, in February.
- ii. Evaluation will be conducted in closed session at a time and place determined by the Board.
- iii. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include:
 - a. Board operating procedures
 - b. Board member training
 - c. Conflict resolution
 - d. Working relationships with the Superintendent
 - e. Conduct of Board meetings
 - f. Long-range planning and goal setting
 - g. Relationship with the community
 - h. Review of the Board's goals

INDIVIDUAL BOARD MEMBERS

1. Access to Information (BBE Local)

- a. An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- b. Individual Board Members shall not have access to confidential student records, unless there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).
- c. Directives to the Superintendent or other District employees regarding the preparation of reports shall be by Board Action. All requests by a Board member for compilation of data, other than copies of existing records, shall be referred to the Superintendent for Board approval. The Superintendent will confer with the Board President to place the request on the upcoming agenda for discussion.
- d. Requests for copies of existing reports or other data shall be directed to the Superintendent. The Superintendent shall notify the other Board members of any such request so they are aware and have the opportunity to request the same information.

2. Authority

- a. Board members as individuals shall not exercise authority over the District, its property or its employees.
- b. Except for appropriate duties and functions of the Board President, an individual member may not act on behalf of the Board without the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- c. Board members will avoid personal involvement in activities the Board has delegated to the Superintendent.

3. Communication with Other Board Members

- a. Communication between Board members (in any forum other than a meeting, duly posted, in which a quorum is present) regarding District issues/items should be limited to "information only" to avoid the presence of deliberation.
- b. Board electronic and written communications regarding District issues should be routed through the Superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between Board members.
- c. A Board member may discuss a District issue with no more than two other Board members.

4. Communication with the Media

- a. The Board President serves as the official spokesperson for the Board to the media/press on issues of media attention.
- b. Media calls should be directed to the Superintendent or Board President.
- c. Board members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the District.

5. Complaints to Board Members

- a. Employees, students, parents or other members of the public who bring concerns or complaints to an individual Board member shall be referred to the "Chain-of-Command" policy, as defined in FNG (LOCAL) and DGBA (LOCAL).
- b. Board members shall notify the Superintendent of the complaint.
- c. As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member as outlined in the "Chain-of-Command" process.
- d. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is administrative remedy, the Trustee may request that the issue be placed on the agenda.
- e. Anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration for action.

6. Continuing Education

- a. Board members are required to complete training as specified in the Texas Education Code §11.159 according to assessed needs.
- b. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within the first year.
- c. New Board members shall also complete ten (10) hours of continuing education during the first year of service.
- d. Sitting Board members shall receive three (3) hours of orientation to the Texas Education Code and relevant legal obligations and at least five (5) hours of continuing education each year following the first year.
- e. The President of the Board of Trustees shall receive continuing education annually related to leadership duties of a board president.
- f. Prior to the seating of newly elected Board members, there will be an orientation concerning meeting processes and parliamentary procedures.
- g. To the extent possible, the entire Board shall participate in continuing education programs together.

- h. Annually, as prescribed by law, each Board member's training hours will be read into the minutes, announcing the name of each Board member who has completed the required continuing education, who has exceeded the required hours, and who is deficient in the required hours.

7. Advocacy

- a. Board members are encouraged to be advocates, not only for PISD, but for all of public education. Through trainings and conferences, Board members will become familiar with those issues affecting PISD and other school districts across the state.
- b. Working with legislators and other elected officials locally and on the state and national level is part of what we do as Board members. Building these partnerships serves to strengthen all of public education.

8. Meetings with the Superintendent and other District Employees

- a. All Board members shall respect the Superintendent's daily schedule, keeping phone calls and meeting requests to a minimum.
- b. All meetings that a Board member wishes to have with the Superintendent shall be scheduled through the Administrative Assistant with a list of items that the Board member desires to discuss included. The meeting shall be scheduled to allow for an adequate discussion of those items, but with due regard being given to the Superintendent's other time commitments.
- c. Board members shall observe the allocated time limits for scheduled meetings with the Superintendent.

9. Visits to Campuses

- a. Board members are encouraged to attend any and all school events as their time permits, and to show support of school activities.
- b. Board members must notify the Superintendent before visiting a campus in an official capacity.
- c. Board members will not visit a campus in an attempt to evaluate personnel on that campus.
- d. It is often difficult for staff members to view Board members as parents rather than as Board members. When visiting a campus or classroom as parents, Board members shall:
 - i. Make it clear that they are acting as parents.
 - ii. Follow the same rules and guidelines for all parents regarding campus visits.
 - iii. Never request nor accept extraordinary consideration for their children.

10. Guidelines for Addressing Violations of Board Operating Procedures

- a. Individual board members are encouraged to express their concerns about another member's performance directly to that member.
- b. If addressing the issue directly with the member does not resolve the concern, then discussion with the board president is appropriate.
 - i. The board president shall discuss the concern with the individual in question on behalf of the reporting board member or shall moderate a discussion between the members. If a quorum of the board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
 - ii. The president shall remind the board member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
 - iii. If the board member in question does not believe his or her behavior is in conflict with the board's code of ethics, an agenda item specifying "evaluation of individual board members' performance" may be listed on the agenda for an upcoming board meeting.
 - iv. The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
- c. If the concern involves the board president, a member may discuss his or her concerns with the board vice president.
- d. Members will not take concerns about fellow board members to the Superintendent.
- e. Members will not speak about concerns regarding individual members with individuals outside of the board.
- f. Members will not speak negatively about another member, Superintendent, or staff in the community.

Related Policies: BBFA (Legal) & BBF (Local)

Adopted the

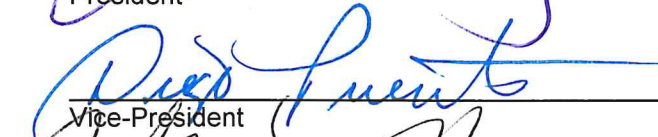
Guidelines for Board Violations: March 19, 2007

ATTESTATION

We, the undersigned, hereby agree to and will adhere to the Poteet ISD Board of Trustees Board Operating Procedures and Code of Ethics.


President

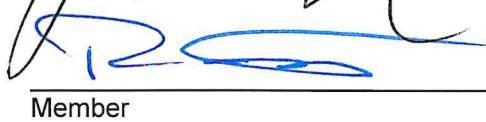
11/18/19
Date


Vice-President

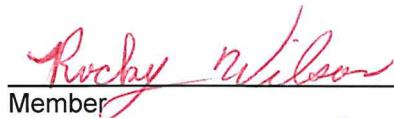
11-18-19
Date


Secretary

11/15/19
Date


Member

11/18/19
Date


Member

11/18/2019
Date


Member

11-18-19
Date


Member

11-18-19
Date

I hereby agree to support the Poteet ISD Board of Trustees in their commitment to adhere to the Poteet ISD Board of Trustees Board Operating Procedures and Code of Ethics.


Superintendent

11-18-19
Date