

# EDGEWOOD INDEPENDENT SCHOOL DISTRICT

## Board of Trustees

### STANDARD OPERATING PROCEDURES

#### EDGEWOOD ISD MISSION STATEMENT:

Through teamwork and cooperation, the Edgewood Independent School District Board of Trustees is committed to adopting policies and making decisions intended to promote and maintain an exemplary school system that challenges, supports, and empowers our students to achieve their absolute maximum potential in a safe learning environment that is built around the small town values and expectations for which the community of Edgewood is known.

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## **I. BOARD MEMBER ELECTIONS AND TERMS (Ref Policy BBB Legal, BBB Local, and BDAA Local)**

The Board consists of seven Trustees serving terms of three (3) years, with elections held annually. The terms of one-third of the Trustees, or as near to one-third as possible, expire each year [Education Code 11.051 (b), 11.059.]

- The Edgewood ISD Trustees shall be elected to serve staggered three (3) year terms.
  - Places 1 & 2            2000, 2003, 2006, and so forth
  - Places 2, 3, & 5        2001, 2004, 2007, and so forth.
  - Places 6 & 7            2002, 2005, 2008, and so forth.
    - Place 1...     Blake Tyndell (term expires May, 2018)
    - Place 2...     Eric James (term expires May, 2018)
    - Place 3...     Clay King (term expires May, 2019)
    - Place 4...     Cale Kimbrough (term expires May, 2019)
    - Place 5...     Danny Whitfield (term expires May, 2019)
    - Place 6...     Jody McPherson (term expires May, 2020)
    - Place 7...     Judy Steadham (term expires May, 2020)

### **Board Officers, Duties and Requirements:**

- EISD Board officers shall consist of a President, Vice President, and Secretary.
  - President:
    - Preside at all Board meetings.
    - Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
  - Vice President:
    - Act in the capacity and perform the duties of the President in the event of the absence of the Board President.
  - Secretary:
    - Ensure accurate records are kept for each Board meeting.
    - Ensure all notices of Board meetings are posted appropriately.
    - Preside over Board meetings in the absence of the Board President and Board Vice President.
    - Sign/Countersign documents as directed by action of the Board.
- Board Officers shall be elected by majority vote of the members present...generally elected at Regular May Board Meeting after school board elections
- Board Officers shall serve for a term of one year or until a successor is elected.
- Board Officers may succeed themselves in office.

## **II. BOARD MEETINGS AND MEETING AGENDAS (Ref Policy BE Local, BE Legal, BEC Legal, BEC Local, BED Legal, BED Local)**

- "Meeting" means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. "Meeting" also means a gathering at which a quorum of

members of the Board is present; that has been called by the Board; and at which Board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

- Regular meetings of the Board shall be held on the third Monday of each month at 6:30 p.m. at the Edgewood High School Building at 804 E. Pine St., Edgewood, TX. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

### **Creation of the Preliminary Agenda:**

- In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
- Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

### **Posting of the Finalized Agenda:**

- Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and the included topics meet with the Board President's approval.
- Finalized agendas will be posted to the district website via TASB Board Book and on the exterior window of the district administration offices at least 72 hours prior to the meeting.
- Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.

### **Consent Agenda Items:**

- The consent agenda, as part of the Board meeting agenda, will be prepared by the Superintendent with consultation from the Board President.
- The consent agenda shall include items of a routine and/or recurring nature and shall be grouped together under one action item. Examples include:
  - Annual renewals of ESC 7 and TEA items
  - Budget amendments

- District financial information
- Minutes of past regular and special Board meetings
- Updates to Board Policy
- Items as recommended by the Superintendent
- Consent agenda items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

**Executive Session Items:**

- All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meeting Law, or
- Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the open agenda.

**III. CONDUCTING BOARD MEETINGS  
(Ref Policy BBI Local, BE Local, BED Legal, and BED Local)**

- Access to the District’s technology resources (equipment, internet, etc) shall be made available to Board Member’s for official duties and in accordance with administrative regulations (i.e., TASB Board Book). Board Members shall annually acknowledge receipt and understanding of the District’s Acceptable Use Policy and shall agree to monitoring of their use of District technology resources.
- A EISD Board meeting is defined as anytime four (4) or more Board members are gathered to discuss school district business.
- The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by the Board President or presiding officer or by consensus of present Board members.
- Discussions at Board meetings shall be addressed to the Board President and then the entire membership and shall be solely to the business currently under deliberation.
- The Board shall observe the parliamentary procedures as found in Robert’s Rules of Order, Newly Revised, except as otherwise provided in Board Procedural rules or by law.
  - All discussion shall relate to the business currently under deliberation.
  - The Board President shall halt inappropriate discussion.
  - The Board President shall be responsible for asking clarifying questions during hearings.

**Guidelines for Persons Addressing the Board during a Meeting:**

- At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

- Any person may address the Board during this allotted time. Audience participation at a Board meeting is limited to the public comment portion of the meeting and at all other times during the Board meeting audience members shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
- Patron comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints/comments about employees or officials of the district.
- Persons signed up to address the Board should use appropriate campus and administration channels before bringing concerns to the attention of the Board during the Open Session of the meeting. The presiding Board officer or designee shall determine whether a person addressing the Board attempted to solve a matter through appropriate channels as established by district policy. If not, the person shall be referred to the appropriate policy to seek resolution.
  - Employee Complaints: DGBA
  - Student or Parents Complaints: FNG
  - Public Complaints: GF
- The Board will not entertain negative comments on individual personnel in public session.
- The Board will not entertain negative comments on individual students in public session.

### **Guidelines for Board Member Response to Persons Addressing the Board.**

- In accordance with the Texas Open Meetings Act, Board members may hear comments from Persons signed up to address the Board, but Board members will not respond or enter into discussion with the audience during the meeting as:
  - Board Items on the agenda will be discussed as appropriate and scheduled on the agenda.
  - Items not on the agenda do not permit Board members to respond or discuss.
- Board members will listen attentively to all persons signed up to address the Board.
- Any Board member may ask the Superintendent for clarification concerning any item brought up during the Open Session of a meeting. When necessary, the Board President or presiding officer may direct the Superintendent to investigate and report back to the Board through transmittal or at a designated meeting.

### **Hearings:**

- During public hearings the Board is assembled only to gather input.
- The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
- At the conclusion of the hearing or at a subsequent meeting the Board will determine the results of the hearing.
- Rules for the hearing will be strictly adhered to:
  - Board will limit response to 5 minutes per testifier (or as assigned/modified by Board President, as allowed by Board Policy).
  - Testimony is to be presented orally or in writing, as detailed in Board policy.
  - Board will not allow duplicate testimony.

- Board will not allow derogatory comments.
- Hearings held in executive session follows essentially the same procedures, but public audience is prohibited.

### **Town Meetings/Open Forums**

- Procedures for town meetings/open forums shall be determined on a case-by-case basis

## **IV. VOTING at BOARD MEETINGS (Ref. Policy BE Local)**

- All members present at the meeting, including the Board President will vote or abstain from voting on all action items.
- Voting shall be by voice vote or show of hands, as directed by the Board President.
- Any Board member present at the meeting may abstain from voting
- Any Board member present at the meeting will have their vote, or abstention from voting recorded in the Board meeting minutes.

## **V. COMPLAINTS DIRECTED TO INDIVIDUAL BOARD MEMBERS (Ref. policy DGBA Legal, DGBA Local, BBE Legal, BBE Local)**

- Complaints to an individual Board member regarding school personnel or an administrative issue:
  1. Politely remind them of due process and that the Board member must remain impartial in case the situation goes before the Board.
  2. Refer them to the appropriate person in the chain of command. All complaints directed towards Board members should go through the proper District chain of command. Board members are encouraged to welcome input from all educational stakeholders in the community; however, anonymous calls or letters should be forwarded directly to the Superintendent and will not receive the Board's attention, discussion or response unless warranted .
  3. Board members should advise Superintendent of substantive or significant complaints within 72 hours.

## **VI. BOARD MEMBER VISITS TO SCHOOL CAMPUS**

- Board members are encouraged to support school activities and attend as many school events as their time permits.
- Board members are reminded that they should not schedule time to visit school campuses or a teacher's classrooms for the purpose of investigation or evaluation. Questions concerning these types of issues should be directed to the Superintendent.

## **VII. INTERNAL BOARD COMMUNICATIONS**

(Ref policy BE Local)

- The President of the Board will meet with the Superintendent on a routine basis to discuss the state of the District.
- Requests for information to the Superintendent from an individual Board member will be communicated to all Board members.
- Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board (Local policy BBE)

## **VIII. EVALUATION OF THE SUPERINTENDENT**

(Ref policy BJCD Legal, BJCD Local)

- The Board President will obtain input from all other members on the approved Superintendent evaluation indicators.
- Summative evaluation of the Superintendent will be conducted by consensus of all Board members in executive session.

## **IX. EVALUATION OF THE BOARD**

- The status of Board/Superintendent team will be routinely assessed by the Board.
- Evaluation is conducted in executive session on a schedule determined by the Board.
  - Are we following code of conduct?
  - Are we following operating procedures?
  - Is the team of eight functioning?
  - Were goals effective?

## **X. PROCESS FOR SELECTING BOARD OFFICERS**

(Ref policy BDAA Legal, BDAA Local)

- Officers are nominated and elected annually following the reorganization of the Board after the May election.
- Election is held in May of each year.

## **XI. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS**

(Ref policy BDAA Legal, BDAA Local)

- The Trustees, as a body corporate, have the exclusive power and duty to govern and oversee the management of the public schools of the District. The Trustees may adopt rules and bylaws necessary to carry out these powers and duties.

- The Board members as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the District. Education Code 11.151
- The Board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551, at which a quorum of the Board is present and voting. Unless authorized by the Board, a member of the Board may not, individually, act on behalf of the Board. Education Code 11.051  
Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- No Board member can direct employees in regard to performance of their duties.
- Board Officer Authority:
  - President:
    - Shall preside at all Board meetings.
    - Shall appoint committees.
    - Shall call special meetings.
    - Shall sign all legal documents required by law.
  - Vice President:
    - Shall act in capacity of President in absence of the President.
  - Secretary:
    - Shall insure that accurate records are kept.
    - Shall act in absence of President and Vice President.

**XII. ROLE OF BOARD IN EXECUTIVE SESSION**

- Board can only discuss those items listed on the executive agenda and as limited by law, Texas Government Code Chapter 551.
- Board must vote in public session.
- Information discussed during the executive session *must* remain confidential.

**XIII. MEDIA INQUIRES TO THE BOARD**

- The Board President or his/her designee shall be the official spokesperson for the Board to the media/press on issues of media attention.

- All Board members who receive calls from the media should direct them to the Board's spokesperson and notify the Board President and the Superintendent of the call.
- Any Board member may respond to general inquiries.

#### **XIV. ANONYMOUS PHONE CALLS/LETTERS (Ref. policy DGBA Legal, DGBA Local, BBE Legal, BBE Local)**

- Board members are encouraged to welcome input from all educational stakeholders in the community; however, anonymous calls or letters should be forwarded directly to the Superintendent and will not receive the Board's attention, discussion or response unless warranted.

#### **XV. REVIEWING BOARD OPERATING PROCEDURES**

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