

Brackett Independent School District Board Operating Procedures

In effective school systems, the Superintendent and the board function as a “Team of Eight.” A structured approach to first 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 Brackett 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 Brackett ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the district.

I. Communications with the Superintendent

- A. The Superintendent will meet with the Board President on a routine basis to discuss issues of the district.
- B. Information the Superintendent deems that the Board needs to know ASAP – Superintendent will consult with the Board President, then the Superintendent and/or Board President will communicate this information to the rest of the Board (e.g., call, text, email).
- C. Board Members should immediately refer any rumors regarding district operations (i.e., staff, operations, students, safety) or information requiring investigation by the district to the Superintendent.
- D. All communications from the Superintendent to Board Members are confidential unless otherwise expressly stated. These are not communications prepared for release to the public.
- E. The Board will communicate with its community through regular Board meetings, regular publications, public hearings, and other methods as needed.
- F. Individual Board members cannot speak in an official capacity outside the Board room.
- G. The Board President is the primary communication link between the Board and Superintendent. However, any Board Member is authorized to talk directly with the Superintendent when they feel the need.

II. Meetings

- A. Agenda – the agenda will serve as the notice of a Brackett ISD Board of Trustees meeting.
 - i. The preliminary agenda is prepared by the Superintendent, in consultation with the Board President, and when appropriate or necessary, in consultation with the Board Attorney. The Superintendent’s office will develop the finalized agenda for posting.

- ii. Any Board Member may request that an item be included on the agenda for a meeting, and the Superintendent shall include on the agenda of any meeting all Board member- requested topics that have been timely submitted. Agenda items must be specific to the discussion item.
 - iii. In accordance with House Bill 1522 amending the Texas Open Meetings Act effective September 1, 2025, no item can be placed on the agenda less than three (3) full business days in advance of the meeting, except in an emergency as defined by the Texas Open Meetings Act.
 - iv. In accordance with House Bill 1522 amending the Texas Open Meetings Act effective September 1, 2025, the agenda will be posted for at least three (3) full business days before the scheduled time of the Board meeting. The agenda will be posted on Brackett ISD website and at the Administration Central Office. Attachments will be uploaded for public view to the district website within 24 hours prior to the meeting as appropriate.
 - v. A Board packet will be prepared and made available to the Board by noon on the Friday preceding the monthly Regularly scheduled board meeting. The Board packet will include the agenda and attachments.
- B. The Board President is primarily responsible for the conduct of any Board meeting. The Board Vice President shall fulfill this responsibility in the Board President’s absence.
- C. Location - Board meetings must be held at Administration Central Office unless otherwise expressly stated.
- D. Quorum - Four Board members constitutes a quorum for meetings of the Board.
- E. Closed Meetings/Executive Sessions - When closed meetings are allowed, the Board shall first convene with a quorum in open session, then move into the closed session. Following the closed session, if any action is to be taken, it must be taken in public after reconvening the open session. The Board can discuss only those items listed on the agenda as limited by law.

Information discussed during closed sessions *must* remain confidential.

Legitimate reasons for closed sessions are as follows:

- i. Attorney consultation
- ii. Discussion of real property acquisitions
- iii. Prospective gifts or donations to district
- iv. Personnel matters
- v. Student discipline
- vi. Employee-Employee complaints
- vii. School Security

viii. Assessment instruments

Board Members are reminded that only those discussion items allowed by State law may be discussed in executive session.

- F. Special called meetings will be coordinated between the Superintendent and Board President.
- G. Regularly scheduled monthly meetings shall occur on the second Monday of every month and are held in the Administration Central Office unless otherwise expressly stated.
- H. An Open Forum for public comment is provided at the beginning of each Board meeting. See our Board Policy manual for specifics. Board members should refrain from direct discussion with any person making comments during this time.
 - i. Public Participation - Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. At the “open forum” time on the agenda, individual members of the audience may address the Board for no more than two minutes. The Board will not entertain comments on individual personnel or on individual students in public session.
 - ii. Board Response - Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
- I. To put our meetings in perspective, our meetings are not “public meetings,” but rather a Board meeting “held in public.” Public comments are limited pursuant to Board policy.
- J. Robert’s Rules of Order for small meetings are utilized.
 - i. Discussion of Motions — All discussions shall be directed solely to the business currently under deliberation. 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.
 - ii. Recognize non-board member — The Board President shall recognize a non-Board member prior to that person’s giving his/her comments.
- K. Types of Meetings:
 - i. Regular - Held the second Monday of each month at 6:00 PM. Three (3) full business day public notice is required.

- ii. Special - Held at the Board President's discretion or on request of two or more Board members. Three (3) full business day public notice is required.
- iii. Emergency - Held when the Board President or two or more members determine an emergency or urgent public necessity exists. One-hour public notice is required.

L. Voting

- i. The Board President will vote on all agenda items for which action is required. In the event of a tie vote, the motion is defeated.
- ii. Voting shall be by voice or show of hands, as directed by the Presiding Officer.
- iii. Any Board Member may abstain from voting, and a Board Member's vote or failure to vote shall be recorded upon that Board Member's request.

III. Board Policies

- A. The Texas Association of School Boards (TASB) policy service is the current entity which produces both original and updates for our Policy Manual, based on input from the Board.
- B. A periodic review of all policies is necessary to ensure that current District practices are in concert with the Policies that are in place, as well as to identify local Board policies which are in need of update. The Superintendent and Board President work together to ensure this is completed.

IV. Board Training

- A. New Board Members – New Board Members are encouraged to complete TASB's curriculum for new Board Members entitled "TASB ISD." This will ensure that a new Board member receives the training that is important for his/her first year as a Board member. Information is available from TASB on this program.
- B. New Board members should make contact with the Superintendent after they are sworn in and coordinate the completion of the initial three (3) hours of Board member orientation.
- C. Additionally, new Board members shall complete a District orientation with the Superintendent and a Board orientation with the Board President during their first month of their term.
- D. Typically, all annual Board member training requirements can be completed at the annual conventions. However, there are Board training sessions that are scheduled throughout the year at various convenient locations.

V. Governance

- A. All Board members will work through the Superintendent on any matters pertaining to the execution of Board policy or other District matters. The Superintendent is the one who is tasked with the execution of Board policy and must be given the opportunity to do so.
- B. Each Board member must understand their role. The Board member is elected as a “Board member,” not a Representative, and as such is tasked with making decisions that are in the best interest of the district.
- C. Any complaints received by Board members should be referred to the Superintendent for disposition. There is a Board policy in place which outlines the procedures for filing a grievance and those procedures should be followed. If at all possible, the individual with a complaint should be asked to confer with the appropriate teacher or campus administrator.

first. Always give the Superintendent a “heads up.” Complaints should be resolved at the lowest administrative level. Three policies provide the process to handle complaints:

- i. Employee complaints/grievances - DGBA
- ii. Student and parent complaints - FNG
- iii. Public complaints - GF

All three policies rely on the “Principal-Superintendent-Board” chain of command and resolution. A formal procedure is used in which written complaints are filed first with the principal. A presentation before the Board is the final step in the complaint process. Sometimes complaints are inadvertently brought first before the Board during the open forum portion of a regular Board meeting. The Board is under no obligation to hear such complaints before administrative remedies have been pursued. The Board President should direct the person to the appropriate complaint process. Complaints are heard in Board meetings as scheduled agenda items, which will allow the Board to take action on the complaint during the same meeting. The lack of a response by the Board upholds the administrative decision at Level Two. Announcing the decision in the complainant’s presence constitutes communication of the decision.

- D. In accordance with Texas Government Code Chapter 552, as amended by House Bill 4310(2025), individual members of the Board of Trustees have the right to directly access to public information maintained by the district, regardless of whether such access has been authorized or requested by the full board. This policy does not supersede existing laws regarding the confidentiality of certain records or the proper handling of sensitive or protected information but ensures that board members can perform their oversight duties with transparency and accountability (see addendum attached for details).
- E. A Board member should never involve themselves in a situation where they are deemed to be “trying to run the campus.” Board members shall not go unannounced into any individual building or teacher’s classroom for the purpose of evaluation. Upon arrival at the campus, Board members must check in at the principal’s office. Remember, an individual Board member has no authority, unless the Board as a whole grants that authority.

VI. Evaluation of Superintendent

- A. The Board shall prepare a written Summative Superintendent Evaluations annually and oral Formative Superintendent Evaluations quarterly. The Board may conduct and communicate oral evaluations to augment scheduled evaluations at any time. The written evaluation consists of three parts: an assessment of priority performance goals (Part 1), a review of general job performance responsibilities (Part 2), and the Commissioner-Recommended Student Performance Domain (Part 3).
- B. Each Board member completes the approved appraisal instrument and delivers it to the Board President for consolidation prior to the Board meeting. The evaluation is conducted in closed session by consensus.
- C. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

VII. Evaluation of Board

The Superintendent and Board function as a team of eight. Self-Evaluation to determine team needs shall be conducted by consensus annually.

VIII. Strategic Planning

- A. With the vision and goals in place, the Board is in a position to embark upon strategic planning, a very involved process facilitated by an outside entity if deemed necessary.
- B. This process is critical to the district, as it establishes the direction and criteria from which all District decisions (budgetary, etc.) are based.
- C. Campus and District Improvement Plans are generated, in part, from the direction set in this planning process.

IX. Election of Board Officers

- A. Board officer elections
 - i. shall be on the May uniform election date each year held on the first Saturday in May.
- B. Appointment of Board Officers will be held in May following the canvass of the May general election.
- C. The current Board President shall declare all offices open for nominations.
- D. The offices of Board President, Board Vice President and Board Secretary are elected in that order.
- E. Board incumbents running for re-election shall not request or accept support from District employees during work time.
- F. Board members shall not utilize District equipment or materials for campaign.

X. Role and Authority of Board Member and/or Board Officers

- A. No Board Member or officer has authority outside the Board meeting.
- B. No Board Member can direct employees in regard to performance of their duties.
- C. The Board President shall:
 - i. Preside at all Board meetings.
 - ii. Appoint committees.
 - iii. Call special meetings; and
 - iv. Sign all legal documents required by law or Board policy.
- D. The Board Vice President shall act in the capacity of Board President in his/her absence.
- E. The Board Secretary shall:
 - i. Ensure accurate records of Board meetings are kept.
 - ii. Call meeting to order and conduct election for President pro-tem in absence of the Board President and Board Vice President; and
 - iii. Sign notices of Board meetings, official minutes, and other documents as required.
- F. Board Members as Parents
 - i. While Board Members have no authority over staff members, it is often difficult for staff members to view the Board Member as a parent rather than a Board Member. Board Members are encouraged to make it clear that they are acting as parents. Board Members should not request nor accept extraordinary consideration for their children.

XI. Media Inquiries to the Board

- A. The 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/press should direct them to the Board's spokesperson and notify the Board President and the Superintendent of the call.
- C. The Superintendent shall inform the Board about all media inquiries.
- D. Individual statements and responses by Board Members are only individual and not representative of the entire Board. Any individual Board Member making statements to the press will emphasize they are not speaking for the Board.

XII. Anonymous Phone Call/Letters

The Board encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to administration.

XIII. Requests/Complaints to Individual Board Members

- A. Listen briefly and respectfully. Remind the complainant of the board's responsibility

to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.

- B. Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue.
- C. Complainants who desire some action to be taken should be directed or referred to the appropriate policy outlining complaint procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
 - DGBA (Local) – Employee Complaints/Grievances
 - FNG (Local) – Student and Parent Complaints/Grievances
 - GF (Local) – Public Complaints
- D. Board Members will inform the Superintendent of all complaints from staff and community but will not direct the Superintendent to take specific action.
- E. The Superintendent shall inform the board of the resolution of complaints at the Superintendent's discretion.

XIV. Maintenance and Review of the BISD School Board Operating Procedures

- A. Each new Board Member will annually review the Board Operating Procedures.
- B. This Operating Procedures document constitutes the procedures and practices by which the BISD School Board conducts the business of the Board. In addition, all legal and local policies contained in the district's Policy Manual shall be adhered to. Should a conflict arise between this document and any policy contained in the district's Policy Manual, the district's Policy Manual shall prevail.
- C. The Operating Procedures should always reflect current Board practices. As such, a periodic review should be conducted in a regularly scheduled meeting of the Board.
- D. Any necessary changes or additions should be made, and copies distributed to all Board members and the Superintendent.
- E. The BISD School Board Operating Procedures on the BISD Website will be updated with any revisions and that document will always be considered the current document.

Board Operating Procedures Policy – Addendum

HB 4310 Compliance – Effective September 1, 2025

Access to Public Information by Individual Board Members

1. Policy Statement
 - a. The Board of Trustees is committed to transparent governance and informed decision-making. In accordance with House Bill 4310(2025) and Texas Government Code Chapter 552 (Texas Public Information Act), individual board members are entitled to access public information held by the district without requiring prior approval from the full Board.
2. Right of Access
 - a. Any individual trustee may request and receive access to public information maintained by the district that is not confidential by law. This access includes, but not limited to, the following types of records:
 - i. Financial documents and budgets
 - ii. Contracts and procurement records
 - iii. Communications (including emails) related to District business
 - iv. Meeting agendas, minutes, and associated documents
 - v. Personnel policies and organizational charts
 - vi. Any other records designated as public information under state law
 - b. Such access shall be provided regardless of whether the request has been formally approved by the Board as a body.
3. Definition of Prompt Access
 - a. Per Texas Government Code § 552.221(d) “prompt” means as soon as possible under the circumstances, that is, within a reasonable time, without delay.
 - b. To promote consistency and fairness, the district shall aim to fulfill trustee information requests within 10 business days of receipt. If additional time is required due to the volume, complexity, or sensitivity of the request, District administration shall notify the trustee with:
 - i. A good faith estimated date of completion
 - ii. A point of contact for follow-up
4. Limits and Consideration
 - a. Trustee shall not be granted access to confidential or legally protected information (e.g., student records, personnel files, or attorney-client privileged materials) unless such access is expressly authorized by law.
 - b. Requests should be made in writing to the Superintendent or designee to ensure proper tracking and fulfillment.
 - c. The district may coordinate with legal counsel as needed to determine whether certain records may be disclosed.
5. Remedies for Noncompliance
 - a. If a trustee’s request for access to public information is denied or unreasonably

delayed, the trustee may seek legal remedy, including filing a petition for writ of mandamus in the appropriate court, as provided by Texas Government Code §552.321. If successful, the trustee may be entitled to reasonable attorney fees and court costs.

6. Coordination and Oversight

- a. The Superintendent or designee is responsible for coordinating and documenting responses to trustee requests under this policy. The Board President shall be notified of any unresolved issues regarding access that may require full Board discussion or legal review.