

# Henderson Independent School District

## Board of Trustees

### Standard Operating Procedures

Revised January 14, 2020

#### 1. DEVELOPING BOARD MEETING AGENDA

- a. Who can place items on agenda
  - i. Any Board Member may request that the Board President or Superintendent include a specific item on the agenda for a Board Meeting.
  - ii. The deadline for submitting an item on the agenda is noon of the fifth calendar day before a Regular Meeting (noon on Thursday prior to a Tuesday Meeting), and noon of the third calendar day before a Special Meeting. (BE LOCAL)
- b. Items that may be discussed during a Closed Meeting
  - i. Consultation with the Board's attorney. (Government Code 551.071)
  - ii. Deliberation concerning the purchase, exchange, lease, or value of real property. (Government Code 551.072)
  - iii. Deliberation of a prospective gift or donation. (Government Code 551.073)
  - iv. Deliberation concerning certain personnel matters. (Government Code 551.074)
  - v. Employees against whom a complaint or charge is brought may make written request requiring his/her Hearing before the Board be conducted in Open Session. (Government Code 551.074 and 551.082)
  - vi. Deliberation concerning individual student disciplinary matters. (Government Code 551.074) However, a student's parent or guardian may make written request requiring that his/her individual student discipline Hearing before the Board be conducted in Open Session. (Government Code 551.082)
  - vii. Deliberation concerning deployment or implementation of security personnel or security devices or, the results of a security audit. (Government Code 551.076)
  - viii. Deliberation of assessment instrument items of individual assessment instruments. (Education Code 39.030(a))
  - ix. Deliberation of confidential information relating to Homeland Security. (Government Code 418.175-418.182)

- x. Deliberation concerning financial or other incentives regarding conduct of economic development negotiations, or regarding commercial or financial information received from a prospective business involved in such negotiation. (Government Code 551.087)
- xi. Final action, decision, or vote on a matter discussed in a Closed Meeting shall be made in an Open Meeting for which proper notice has been given. (Government Code 551.102)
- c. Use of Consent Agenda
  - i. Financial information.
  - ii. Minutes of Regular and Special Board Meetings.

## **2. MEMBER CONDUCT DURING BOARD MEETINGS**

- a. Patrons addressing the Board
  - i. Patrons desiring to speak in Open Forum must sign in prior to the Board Meeting on a table at the door entering the Boardroom and indicate the topics they wish to address. The Board meeting begins promptly at 5:30 PM. Those who wish to address the Board will have five minutes to comment.
  - ii. Board response to patrons addressing the Board during Open Forum:
    - 1. Board members can hear comments.
    - 2. Board President may direct administration to investigate item(s), if needed, and report back to Board at a designated meeting.
    - 3. Board members wishing to ask a clarifying question should first be recognized by the Board President.
    - 4. Board President designates time limits for patrons and Board members.
- b. Discussion of employee performance (Board/audience)
  - i. The Board will not entertain comments on individual personnel in Open Forum.
  - ii. The Board will not entertain comments on individual students in Open Forum.
- c. Hearings and Open Forums
  - i. During Public Hearings and/or Open Forums, the Board is assembled to gather input only.
  - ii. The Board will not answer questions or enter into two-way dialogue except with their attorney in the case of an employee or student discipline hearing.
  - iii. Rules for the Open Forum will be strictly adhered to:
    - 1. Board will limit individuals to five minutes per testifier.

2. Board will accept written and/or oral testimony.
  3. Board will not allow duplicate testimony.
  4. Board President and/or school district attorney has final authority in determining duplicate testimony.
  5. Board will not allow derogatory comments towards specific individuals.
- d. The Board shall observe the parliamentary procedures in Robert's Rules of Order. Robert's Rules of Order will be provided to each Board member.
  - e. Discussion of motions:
    - i. All discussion shall be directed solely to the business currently under deliberation.
    - 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.

### **3. VOTING**

- a. The Board President may vote on all action items.
- b. Final action on any agenda item requires a motion, second, and majority vote of a quorum of the Board. In the event of a tie vote, the motion fails.

### **4. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT**

- a. Board members may request information and/or reports directly from the Superintendent. In the event that individual Board member requests become unduly burdensome or redundant, the Superintendent shall inform the Board President. Every effort will be made to provide requested information that is regarded as being of interest to the Board as a whole and pertaining to subjects that may be under consideration for future Board action.
- b. The Superintendent will gather the information and/or report and disseminate it in a timely fashion to the entire Board.

### **5. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

- a. The Board member should listen to the citizen's request or complaint to determine how the request or complaint should be properly handled.
  - i. Report problem back verbatim to citizen.
  - ii. Issue chain of command to citizen.
  - iii. 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/chain of command. MUST GO THROUGH CHAIN OF COMMAND.

## **6. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

- a. The Board member will hear employee's problem for full understanding of persons involved, date and place.
  - i. Repeat problem back verbatim to employee.
  - ii. Issue chain of command to employee.
  - iii. Remind employee of the due process procedure and remain impartial.
- b. Refer employee to appropriate person/chain of command. MUST GO THROUGH CHAIN OF COMMAND.

## **7. COMMUNICATIONS**

- a. Superintendent will communicate with all Board members on a regular basis.
- b. Superintendent will meet with Board President on a regular basis to discuss issues of importance to the District.
- c. Superintendent will communicate information in a timely fashion to all Board members.
- d. Board will keep Superintendent informed via voice mail, telephone, e-mail, or fax.
- e. Individual Board members may not speak for the Board.

## **8. EVALUATION OF SUPERINTENDENT**

- a. The Superintendent shall be evaluated annually by the Board using a pre-approved evaluation format. The Board shall not use anonymous evaluation information in reaching an employment decision regarding the Superintendent.
- b. Evaluation is conducted in Executive Session by consensus of the Board members.
- c. The Board President will provide the Superintendent with a copy of the Board approved evaluation. The Board President and Superintendent will discuss the evaluation in conference.
- d. The Superintendent is charged with responsibility to ensure that all other employees of the District are evaluated annually, according to current policy.

## **9. EVALUATION OF THE BOARD**

- a. Superintendent and Board evaluation are the same...TEAM OF EIGHT.
- b. Evaluation is conducted in Closed Session by consensus of the Team.
- c. Evaluation is conducted annually.

#### **10. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS**

- a. No Board member can hold office without one-year minimum Board experience.
- b. Officer election is held following the Trustee election held annually in November.

#### **11. 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. President
  - i. Shall preside at all Board meetings.
  - ii. Appoint committees.
  - iii. Shall call Special Meetings.
  - iv. Sign all legal documents required by law.
- d. Vice President
  - i. Shall act in capacity of President in absence of President.
- e. Secretary
  - i. In absence of President and Vice President, the Secretary shall preside at the meeting.
  - ii. Assure an accurate record is kept of all Board meetings.
- f. If the office of the President becomes vacant, the Board shall elect a President from among the remaining eligible members.

#### **12. ROLE OF BOARD IN EXECUTIVE SESSION**

- a. Board may discuss only those items listed on the Closed Meeting agenda and as permitted by law.
- b. Board must vote in Open Session
- c. Information discussed during Closed Session must remain confidential.

#### **13. MEDIA INQUIRIES TO THE BOARD**

The Board President shall be the official spokesperson for the Board to the media.

**14. ANONYMOUS PHONE CALLS AND LETTERS**

- a. The HISD Board of Trustees encourages input from patrons and employees.
- b. Anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration.

**15. REVIEWING BOARD OPERATING PROCEDURES**

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