

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES

Notice is hereby given that a meeting of the Board of Trustees of the Hays Consolidated Independent School District will be held on May 18, 2020 beginning at 5:00 PM Hays High School, Media Room
4800 Jack C. Hays Trail
Buda, TX 78610.

Due to health and safety concerns related to the COVID-19 coronavirus, and pursuant to Governor Abbott's Temporary Suspension of the Open Meetings Laws issued on March 16, 2020, and consistent with new state and local mandates, this meeting will be conducted via videoconference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor. A quorum of the Board of Trustees will not be physically present at one location and, for safety reasons, we will not be permitting in-person attendance by members of the public and/or staff participating

Members of the public may access this meeting as follows: <https://us02web.zoom.us/j/82088255337>

If you wish to submit comments for review by the Board of Trustees, please complete and submit the form available here: www.hayscisd.net/boardcomment . Comments submitted and received by 12:00 noon on May 18, 2020, will be available to the Board for review and consideration prior to the meeting.

If during the course of the meeting, discussion of any item on the agenda should be held in a closed session, the Board will adjourn to a closed session in accordance with the Texas Open Meetings Act, Texas Government Code Section 551, Subchapters D and E or Texas Government Code Section 418.183(f). Before any closed session is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions or decisions will be taken in open meeting. Policy BEC Legal attached.

The subjects to be discussed, considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

A. **CALL TO ORDER:** Establish a quorum

F. REORGANIZATION OF THE BOARD OF TRUSTEES

K. PUBLIC FORUM

P. CONSENT AGENDA ITEMS

1. Minutes of Board of Trustees Meetings

a. April 20, 2020

6. Financial Statement

11. Budget Amendments

16. Procurements

a. Athletic Uniforms, Supplies & Equipment FY 20-21 – BSN Sports

k. Food Service Contract – Southwest Food Service of Excellence

p. Open Court Workbooks K-2nd Grade – McGraw Hill

u. Radio Service – District Wide - LCRA

z. Software/Security Licenses – Solid Border

ee. STEMscopes – Instructional Materials

jj. Technology Supplies & Equipment – GTS Technology Solutions

21. Memorandum of Understanding

a. 2020 Hays CISD EMT and Fire Fighter Academy

U. ACTION ITEMS

1. Consideration and possible approval of Superintendent's recommendations for Employment, including Principal(s) and Assistant Principal(s), Resignations, Extended Leaves, Additional Positions and Other Personnel Matters

6. Consideration and possible adoption of DCD(LOCAL) - Employment Practices - At-Will Employees

Z. INFORMATION ITEMS

1. 2020-2021 Budget Update

6. COVID-19 Update

EE. BOARD REFERENCE DOCUMENTS

JJ. UPCOMING BOARD MEETINGS

OO. ADJOURN

This notice was posted in compliance with the Texas Open Meetings act on: May 15, 2020 at 11:00 AM

Exceptions for Closed Meetings	A board may conduct a closed meeting for the purposes described in the following provisions.
Attorney Consultation	A board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. <i>Gov't Code 551.071</i> [See BE for permissible methods of communication for attorney consultations]
Real Property	A board may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the board's position in negotiations with a third person. <i>Gov't Code 551.072</i>
Prospective Gift	A board may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to a district if deliberation in an open meeting would have a detrimental effect on the board's position in negotiations with a third person. <i>Gov't Code 551.073</i>
Personnel Matters	<p>A board is not required to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, a board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. <i>Gov't Code 551.074</i></p> <p>The closed meeting exception for personnel matters does not apply when a board discusses an independent contractor who is not a school employee, such as an engineering, architectural, or consultant firm, or when a board discusses a class or group of employees, not a particular employee. <i>Atty. Gen. Op. MW-129 (1980), Atty. Gen. Op. H-496 (1975)</i></p>
Employee- Employee Complaints	A board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a district employee by another employee and the complaint or charge directly results in the need for a hearing. However, a board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. <i>Gov't Code 551.082</i>
Student Discipline	A board is not required to conduct an open meeting to deliberate in a case involving discipline of a public school child. However, a board may not conduct a closed meeting for this purpose if the child's parent or guardian makes a written request for an open hearing. <i>Gov't Code 551.082</i>
Personally Identifiable Student Information	<p>A board is not required to conduct an open meeting to deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation.</p> <p>Directory information about a public school student is considered to be personally identifiable information about the student for this purpose only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed a district that the directory information should not be released without prior consent. [See FL]</p> <p>This exception does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age. <i>Gov't Code 551.0821</i></p>
Medical or Psychiatric Records	<p>A board that administers a public insurance, health, or retirement plan is not required to conduct an open meeting to deliberate:</p> <ol style="list-style-type: none">1. The medical records or psychiatric records of an individual applicant for a benefit from the plan; or2. A matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan. <p><i>Gov't Code 551.0785</i></p>
Security	<p>A board is not required to conduct an open meeting to deliberate:</p> <ol style="list-style-type: none">1. The deployment, or specific occasions for implementation, of security personnel or devices; or2. A security audit. <p><i>Gov't Code 551.07</i></p> <p>A board is not required to conduct an open meeting to deliberate:</p> <ol style="list-style-type: none">1. Security assessments or deployments relating to information resources technology;2. Network security information as described by Government Code 2059.055(b); or3. The deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices. <p><i>Gov't Code 551.089</i></p>

Assessment Instruments	A board shall conduct a closed meeting to discuss or adopt individual assessment instruments or assessment instrument items. <i>Education Code 39.030(a)</i>
Emergency Management	A board is not required to conduct an open meeting to deliberate information confidential under Government Code 418.175–418.182, relating to Homeland Security. However, a board must make a tape recording of the proceedings of a closed meeting held to deliberate the information. <i>Gov't Code 418.183(f)</i>
Economic Development Negotiations	A board is not required to conduct an open meeting: <ol style="list-style-type: none"> 1. To discuss or deliberate regarding commercial or financial information that the board has received from a business prospect that the board seeks to have locate, stay, or expand in or near a district and with which the board is conducting economic development negotiations; or 2. To deliberate the offer of a financial or other incentive to such a business prospect. <i>Gov't Code 551.087</i>
Procedures for Closed Meetings	If a closed meeting is allowed, a board shall not conduct the closed meeting unless a quorum of the board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. <i>Gov't Code 551.101</i>
Vote for Final Action	A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. <i>Gov't Code 551.102</i> [See BE]
Certified Agenda or Recording	A board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with a district's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. <i>Gov't Code 551.103</i> "Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. <i>Gov't Code 551.001(7)</i> Closed meetings may not be recorded by an individual trustee against the wishes of a majority of a board. <i>Zamora v. Edgewood Indep. Sch. Dist., 592 S.W.2d 649 (Tex. App.—San Antonio, 1979, writ ref'd n.r.e.)</i>
Preservation	A board shall preserve the certified agenda or recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the board shall preserve the certified agenda or recording while the action is pending. <i>Gov't Code 551.104(a)</i>
Public Access	A certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. <i>Gov't Code 551.104(b), (c)</i>
Prohibitions	No board member shall participate in a closed meeting knowing that neither a certified agenda nor a recording of the closed meeting is being made. <i>Gov't Code 551.145</i> No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public. <i>Gov't Code 551.146</i> No board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or participate in a closed meeting that is not permitted under the Open Meetings Act. <i>Gov't Code 551.144(a)</i>
Affirmative Defense	It is an affirmative defense to prosecution under Subsection 551.144(a) that a board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the board's attorney. <i>Gov't Code 551.144(c)</i>

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: May 18, 2020

Subject: Consideration and Possible Approval of Consent Agenda

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy BE

Law or Rule

N/A

Policy Be local states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote

C. Goal or Need Addressed:

As listed on attached pages

D. Summary:

Previous board action relating to this item - Ongoing

Future action anticipated - Monthly

Background information – The following items are presented for approval

1. Board Meeting Minutes
2. Financial Statements and Expenditures
3. Budget Amendments
4. Procurements
5. Memorandum of Understanding

E. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other _____

All agenda items have been reviewed by the Superintendent's Cabinet

F. Administrative Recommendation:

The Superintendent recommends the Board approve consent agenda items as presented.

G. Fiscal Impact and Cost:

Amount: Per individual items attached

H. Suggested Motion:

I move that the Board approve the consent agenda as presented.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: May 18, 2020

Subject: Consideration and possible approval of meeting minutes

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule

N/A

Policy BE local states that Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary

C. Goal or Need Addressed: N/A

D. Summary:

Previous board action relating to this item - Ongoing

Future action anticipated - Monthly

Background information – Minutes from the April 20, 2020 meetings are presented for approval

E. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other _____

All agenda items have been reviewed by the Superintendent's Cabinet.

F. Administrative Recommendation:

The Superintendent recommends the Board approve minutes from the April 20, 2020 Board meetings as presented.

G. Fiscal Impact and Cost: Amount: N/A

Budget

Bond

Grant/Special Funds

Other _____

H. Suggested Motion:

I move that the Board approve the April 20,2020 Board meeting minutes as presented.

Minutes of Regular Meeting by Videoconference April 20, 2020

Hays CISD Board of Trustees

These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete audio of this meeting is accessible at www.hayscisd.net for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Regular Meeting by Videoconference of the Board of Trustees of Hays CISD was held Monday, April 20, 2020, beginning at 5:00 PM.

CALL TO ORDER: Establish a quorum

Board President, Esperanza Orosco, called the meeting to order at 5:01 PM. By roll call, all Board Members, Teresa Tobias, Michael Sanchez, Vanessa Petrea, Esperanza Orosco Will McManus, Merideth Keller, and Willie Tenorio were in attendance.

The meeting began with a moment of silence in honor of San Marcos Police Officer Justin Putnam, who was killed in the line of duty Saturday night.

PUBLIC FORUM

In accordance with the suspension of certain Open Meetings Laws by Governor Abbott, the public was not provided an opportunity for public comment during this meeting. However, members of the public were given the opportunity to submit written comments to the District on posted agenda items, and those written comments were to have been submitted online by 4:15 PM on April 20, 2020 and provided to the Board members prior to the meeting. One written comment was received and forwarded to all board members.

CONSENT AGENDA ITEMS

- Minutes of Board of Trustees Meetings
- Financial Statements
- Investment Reports
- Budget Amendments
- Procurements

- a. AP Exams - College Board
- b. Armored Card Services - Brink's Incorporated
- c. Cosmetology Furniture for LHS CTE – Kaemark
- d. District Wide – Copier Fleet – Sharp Electronics Corp DBA Sharp Business Systems
- e. Heating & Cooling Products/Services – District Wide – Lennox & Trane
- f. Instructional Materials - ELAR Adoption – McGraw
- g. Plumbing Products/Services – Mark's Plumbing DBA John Gasparini – District Wide
- h. Property Restoration Services – District Wide - Belfor & Gerloff
- i. Speech Contracted Services – Lauren Moede
- j. Technology Equipment – Apple – District Wide

Consideration and possible approval of the Instructional Materials Allotment and TEKS Certification for the 2020-2021 school year

Mrs. Orosco pulled two of the procurement items for discussion prior to the vote. Procurement item f. Instructional Materials-ELAR Adoption-McGraw was amended to add the amount of the purchase - \$709,963.35 - to the suggested motion. Procurement item i. Speech Contracted Services – Lauren Moede

was amended to remove “per year” from the suggested motion. No further discussion ensued. Mr. Tenorio moved and Mrs. Tobias seconded the motion that the Board approve the procurement items, as amended. The motion passed with a 7-0 roll call vote.

ACTION ITEMS

Consideration and possible approval of Superintendent's recommendations for Employment, Resignations, Extended Leaves, Additional Positions and Other Personnel Matters

Dr. Eric Wright recommended Aaron Loyd as the principal of Barton Middle School. Teri Eubank, the current principal, will be retiring at the end of the school year. He also recommended Jeannie Alvarado as the Director of MIS. Mrs. Keller moved and Mr. McManus seconded the motion that the board approve these positions as presented. The motion passed with a 7-0 roll call vote.

Consideration and possible approval of Superintendent's recommendations for Employment Contracts for Administrators, Certified Professionals and Professionals for the 2020-21 and the 2021-2022 School Year, including existing Cabinet members, Deputy Academic Officers, Directors, Principals and Assistant Principals

Dr. Eric Wright presented the Board with employment contracts for administrators, certified professionals and professionals for the 2020-2021. It was noted that some of the administrators presented may be eligible for a multi-year (2-year) contract based on district-level criteria. Mr. McManus moved and Mrs. Petrea seconded the motion that the board approve the Superintendent's recommendations for employment contracts for administrators, certified professionals and professionals for the 2020-2021 and 2021-2022 school year, including Cabinet members, Deputy Academic Officers, Directors, Principals and Assistant Principals, as presented. The motion passed with a 7-0 roll call vote.

Consideration and possible adoption of Resolution for Modification of Policies and Procedures on Grading and Related Issues

Board Vice President, Will McManus read the proposed resolution for modification of policies and procedures on grading and related issues. Mr. McManus moved and Mrs. Petrea seconded the motion that the Board adopt the resolution for Modification of Policies and Procedures on Grading and Related Issues, as presented. Rigorous discussion ensued. The motion passed with a 7-0 roll call vote.

Consideration and possible approval of a Special Warranty Deed for the donation of a 16.5 acre elementary school site in the Sunfield Development

Mr. McManus moved and Mr. Tenorio seconded the motion that the Board approve the Special Warranty Deed for the donation of a 16.5 acre elementary school site in the Sunfield Development, as presented. The motion passed with a 7-0 roll call vote.

Consideration and possible approval of dedication of Lift Station at New Buda Elementary School

Mr. Tenorio moved and Mrs. Tobias seconded the motion that the Board approve the resolution and interlocal agreement for the public dedication of the lift station at New Buda Elementary School to the City of Buda, as presented. The motion passed with a 7-0 roll call vote.

Consideration and possible approval of dedication of Wastewater Easement to County Line Special Utility District

Mr. Tenorio moved and Mr. McManus seconded the motion that the Board approve the dedication of two wastewater easements to the County Line Special Utility District, as presented. The motion passed with a 7-0 roll call vote.

Consideration and possible approval of release of positions for the 2020-2021 school year

Mrs. Keller moved and Mrs. Petrea seconded the motion that the Board release additional positions needed for the 2020-2021 school year at Johnson High School (45) and Lehman High School (1), as presented. The motion passed with a 7-0 roll call vote.

Consideration and possible approval of the Amendment to the District of Innovation Plan

Mr. McManus moved and Mr. Tenorio seconded the motion that the Board approve the Amendment to the District of Innovation plan as presented. The motion passed with a 7-0 roll call vote.

INFORMATION ITEMS

Review of 2020-2021 Budget Timeline

Randy Rau presented an updated 2020-2021 Budget Calendar to the Board.

Local Policy Revision - DCD (At Will Employees) - First Reading

The board was presented with a recommendation for an update to policy DCD(LOCAL) – Employment Practices – At-Will Employment. Rigorous discussion ensued.

Appreciation of Board Service for Teresa Tobias

Board President, Esperanza Orosco, acknowledged Board Member Teresa Tobias service on the Board.

Mrs. Tobias is stepping down from the board. She was first elected to the Board of Trustees in 2014.

ADJOURN

No further business was conducted and the meeting adjourned at 5:59 PM.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: May 18, 2020

Subject: Consideration and possible approval of Procurements

Administrator Responsible/Position: Cabinet Members

Purpose of Agenda Item:

- Action needed Information only Receive input

Authority for This Action:

- Local Policy - BE Law or Rule N/A

Goal or Need Addressed:

Procurement of necessary items for the district.

Summary:

- Previous board action relating to this item - Ongoing
- Future action anticipated - Monthly
- Background information – The following procurements will be presented for approval
 - a. Athletic Uniforms, Supplies & Equipment FY 20-21 – BSN Sports – Sandra Dowdy
 - b. Band Uniforms LHS – Fred J Miller – Sandra Dowdy
 - c. Food Service Contract – Southwest Food Service of Excellence – Randy Rau
 - d. Open Court Workbooks K-2nd Grade – McGraw Hill – Sandra Dowdy
 - e. Radio Service – District Wide - LCRA – Max Cleaver
 - f. Software/Security Licenses – Solid Border – Dianne Borreson
 - g. STEMscopes – Instructional Materials – Sandra Dowdy
 - h. Technology Supplies & Equipment – GTS Technology Solutions – Dianne Borreson

Comments Received:

- Cabinet DLT FBOC Teacher Org. Reps. Other _____

All agenda items have been reviewed by the Superintendent's Cabinet.

Administrative Recommendation:

The Administration recommends approval of the November procurement items.

Fiscal Impact and Cost: Amount: as set forth in the procurement item.

Suggested Motion:

I move that the Board approve the procurement item as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: April 18, 2020

Subject: 2020-2021 Budget Update

Administrator Responsible/Position: Randy Rau, Chief Financial Officer

A. Purpose of Agenda Item:

Action Needed Information Only Receive Input

B. Authority for This Action

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Update the Board on the 2020-2021 Budget

D. Summary:

Previous board action relating to this item -
 Future action anticipated -
 Background information -

Dr. Wright and administration continue to hold meetings to evaluate staffing and programs within the District with a singular focus on increasing student achievement in Hays CISD. These meetings pair the review and analysis of budget worksheets with the stated budget priorities of student achievement, compensation increases, and acceptable class size ratios.

E. Scope of Options Reviewed:

Reasons for rejecting alternatives -

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other _____
 From public -

All agenda items are reviewed by the Superintendent's Cabinet.

G. Administrative Recommendation: No recommendation – this is an informational item.

H. Fiscal Impact and Cost: Amount \$ TBD

Budget – General Operating Fund Bond Grant/Special Funds Other _____

Prior Year Spending: \$ _____

Future/Ongoing: \$ _____

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action – Randy Rau

Evaluation method and time line -

Next report to the board -

Hays CISD

Board of Trustees Operating Procedures



Board Meetings

While Board Meetings are for the purpose of the Board conducting the business of the District in public, they are not public forums for the purpose of securing interaction with the public.

Developing the Board Meeting Agenda (Ref Policy BE)

- ▶ Agendas
 - The Superintendent will develop all Board Meeting agendas in collaboration with the Board President.
 - Items discussed at previous Board Meetings which are proposed for inclusion by more than one board member at a future meeting will also be added when appropriate.
 - Board Members must request to the Board President and Superintendent in writing, any item(s) they wish to have considered for placement on the agenda.
 - Items may be placed on the agenda by the Superintendent, the Board President, any Board Member with approval of the President, or through a request by any two Board Members.
 - No item can be placed on the agenda less than ten days in advance of the meeting without the Board President's approval.
 - No item can be placed on the agenda less than three work days in advance of the meeting unless an emergency or public necessity exists.
 - The complete agenda will be reviewed by the Superintendent and the Board President the Tuesday afternoon prior to the Agenda Workshop Meeting.
 - An annual agenda content calendar will be maintained by the Superintendent's office. This will be used to determine the minimum routine items that need to be on each regular meeting agenda. Other items can be added as requested following the procedures above and as noted in the minutes of previous Board Meetings.
 - Board Members will adhere to deadlines and parameters of the Board agenda/event calendar.

- ▶ Timely Notification and Information
 - Board Members shall be notified of a meeting at least 72 hours prior to a regular meeting, workshop or special meeting, and at least one hour prior to an emergency meeting.
 - Typically, information will be provided to each Board Member via electronic or hard copy delivery. Questions regarding supporting documents should be directed to the Superintendent.
 - Copies of the agenda, for non-emergency meetings, shall be available for the Board Members requesting a copy no later than 5:00 p.m. on Wednesday prior to the Agenda Workshop Meeting.

- Board members will attempt to have all questions regarding agenda items submitted to the Superintendent by 5:00 p.m. on Friday prior to the Board Agenda Workshop Meeting. The Superintendent and his Cabinet will make every attempt to communicate the answers to the questions to Board Members prior to the Monday meeting with a copy of the questions and answers included in the dais folders.

- ▶ Open and Closed Session Format
 - Every Board Meeting will begin at the designated posted time and reconvene at the posted time.
 - Closed Session items for which there is a corresponding action item to be considered during the Open Session of the meeting will be scheduled prior to the beginning of the Open Session. The Board President and Superintendent shall, to the extent possible, allocate sufficient time to complete Closed Session discussion prior to the beginning of the Open Session.
 - If more Closed Session discussion is needed, the Presiding Officer shall announce that it is necessary for the Board to reconvene in Closed Session.
 - The Presiding Officer shall state publicly that any action, if taken, will be conducted in Open Session following the Public Comment portion of the meeting; or, if appropriate, that no action will then be taken.

- ▶ Consent Agenda
 - The consent agenda includes items of routine and/or recurring nature, grouped together under one action item.
 - The consent agenda shall be limited to:
 - > Routine Personnel
 - > Minutes
 - > Finance Report
 - > Budget Amendments
 - > Routine Contracts/Agreements
 - > Routine Procurements
 - > Acceptance of Gifts
 - > Acceptance of Grants
 - > Other items agreed to by the Board
 - Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents.
 - All consent agenda items shall be acted upon by one vote without separate discussion.
 - A Board Member may request that an item be withdrawn for individual consideration.

- ▶ Meeting Dates
 - The Superintendent will develop a Board calendar that will include regular and workshop meeting dates of the Board of Trustees.
 - Generally, unless otherwise scheduled by a consensus of the Board, regular Board Business Meetings will be held on the fourth Monday of every month except July. An agenda review session in the form of a workshop may be held the week

prior to the regular business meeting. Additional board workshops will be scheduled as deemed necessary.

- The calendar will include those items that are cyclical and/or recurring for consideration at regular or workshop meetings.

Conducting Board Meetings

▶ Quorum

- 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.

▶ Closed Sessions

- The Board may meet in Closed Session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
- Before any Closed Session is convened, the Presiding Officer will announce publicly, as appropriate, that matters before the Board exist that necessitate convening into Closed Session to serve and protect the interests of the District, and that any action, if necessary, resulting from duly posted Closed Session items shall be conducted in Open Session. The Presiding Officer will also announce the specific sections of the Texas Government Code under which the Board will be meeting in closed session.
- The posted agenda shall identify the section or sections of the Act authorizing the Closed Session and the general topics or subjects to be discussed. The Presiding Officer of the Board shall publicly identify such section or sections and such topics and subjects.
- The Superintendent shall attend all sessions of the Board, both Open and Closed, except when the Board desires to meet without the Superintendent to consider the Superintendent's contract, evaluation or performance, or to resolve conflicts between individual Board Members, or to act as a tribunal.
- In the event of the Superintendent's illness or Board approved absence, the Superintendent's designee shall attend such meetings.

▶ Public Participation at Board Meetings

- The Board shall provide for public comment at each meeting, including all regular and special meetings. (Ref Policy BED)
- Prior to the beginning of the Public Forum, the Presiding Officer will announce the rules for public participation.
- A citizen must sign up on the appropriate form prior to the Public Forum portion of the agenda. The topic described on the form shall be complete and in sufficient detail as to determine appropriateness of the topic prior to addressing the Board. Comments on posted agenda items will be taken first. Comments on non-agenda items shall be permitted only after all agenda-specific comments have been made and if time permits.
- Public comments may be on items listed on the agenda or other areas of school district operations. Speakers with specific complaints or comments about identifiable students, employees, or officials of the District will be directed to the appropriate District administrator and/or the District's formal complaint process.

Speakers shall be discouraged from using the names of specific individuals in their public comments.

- Questions asked during Public Forum on posted agenda items may be answered or addressed by the Board 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 a later response, if appropriate.
 - The Presiding Officer shall determine the time limitation for each speaker, based on the number of individuals signed up to speak in Public Forum at the entrance prior to reconvening in open session. The time allotted to each speaker shall not exceed five minutes. Groups of five or more people wishing to speak on a single subject will be encouraged to appoint a spokesperson to express the views of the group. A speaker may not defer his/her allotted time to another speaker.
 - The Presiding Officer shall determine the total allotment of time for each Public Forum, based on the number of individuals signed up to speak at the start of each meeting. The standard time allotted for Public Forum shall be a total of 30 minutes.
 - The Board vests in its Presiding Officer the authority to terminate the remarks of any individual when such individual does not adhere to the established rules.
 - The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting.
- ▶ Board Meeting Parliamentary Procedure (Ref Policy BE)
- The Board President serves as the Presiding Officer at Board Meetings. In the absence of the President, the Vice-President will preside.
 - The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised, or as spelled out in adopted procedure.
 - 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.
- ▶ Transacting Business (Ref Policy BBE)
- When an agenda item is presented, a discussion shall be held and a decision reached through voting in accordance with prescribed procedures.
 - Whenever possible, the Board should work toward a consensus model of decision-making. There may be dissenting votes which are a matter of record. However, once a decision has been made, all Board Members should support the majority vote of the Board, recognize that it carries the full authority of the Board, and individually respect that vote.
- ▶ Hearings (Ref Policy FNG, FOD, DGBA, GF)
- Employee, community and/or student/parent grievances will be handled according to Board policy FNG, FOD, DGBA, GF.

Board Workshops

The Board will conduct Special Meetings/Board Workshops as needed.

- ▶ The workshop format is intended to allow the Administration to present information to the Board that is:
 - Time sensitive and/or discussion intensive
 - Required by law, rule or policy, and
 - Is necessary for the efficient and effective operation of the District
- ▶ Board workshops are not intended to substitute for regular monthly Board Business Meetings, although a quorum of the Board may take action, as necessary.
- ▶ The workshops are intended to allow an opportunity for presentation, questions, discussion and an assessment of the Board's perspective.
- ▶ The Board President serves as the Presiding Officer at Board Workshops; however, it is understood that the intended nature and format of workshops allows for the Superintendent to substantially facilitate the presentation and ordering of items under consideration. In the absence of the President, the Vice-President will preside.

Board Committees (Ref Policy BDB)

- ▶ The Board may, from time to time as it deems necessary, create committees to facilitate the efficient and necessary operation of the Board.
- ▶ The President shall appoint members to special Board committees, and the Board President and the Superintendent shall be ex officio members of all Board committees unless otherwise provided by Board action.

District- and Campus-Level Committees

- ▶ District- and campus-level planning and decision-making committees serve in an advisory capacity to the Board and make recommendations to the Board for final Board action; therefore, Board Members shall not serve on such committees, unless otherwise provided by federal or state law, or approved by the Board.

Electing Board Officers (Ref Policy BDAA)

- ▶ At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting:
 1. A president, who shall be a member of the Board
 2. A secretary, who may or may not be a member of the Board
 3. Such other officers and committees as the Board may deem necessary
Education Code 11.061(c).
- ▶ A vacancy among officers of the Board shall be filled by majority action of the Board.

ANNUAL EVALUATIONS

Superintendent Evaluation (Ref Policy BJCD, BJCF, BJA)

- ▶ The Superintendent evaluation instrument will be updated and approved annually after the Board goal setting workshop session.

- ▶ Three formative evaluations will be conducted annually in closed sessions at the Board Agenda Workshops, in February, August and November. New Board members will receive training on how to evaluate the superintendent prior to the first formative dialogue session.

- ▶ A summative evaluation will be conducted in closed session annually in May.
 - This closed session shall be on a date separate from the regular monthly Board Agenda Workshop or Board Meeting.
 - This session may include a discussion of the Superintendent's contract.

- ▶ The Board will use the approved evaluation instrument for the summative evaluation. A copy of the evaluation document will be completed in advance by each Board Member and brought with the Board Member to a special closed session meeting. After coming to a consensus on each evaluated item, the Board shall prepare a single composite Summative Evaluation Document to be given to the Superintendent for discussion during that closed meeting.

- ▶ The Board shall strive to accomplish the following objectives during each evaluation.
 - Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - Ensure administrative leadership for excellence in the District.
 - Formulate Board consensus about the Superintendent's performance and the District's progress toward achieving its goals and objectives.

Board Evaluation/Team Building

- ▶ There will be a routine assessment of the status of the Board/Superintendent team annually.

- ▶ The evaluation and team building process may include:
 - Board operating procedures
 - Board Member training
 - Social Contract
 - Conflict resolution
 - Working relationships with the Superintendent
 - Conduct of Board Meetings
 - Long-range planning and goal setting
 - Relationship with the community

INDIVIDUAL BOARD MEMBERS

Access to Information (Ref Policy BBE)

- ▶ 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.
- ▶ 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).
- ▶ A Board Member may request existing information and reports from the Superintendent's office. If the information is not available or a new report must be generated, it shall be requested through the Board President. If the Board President does not agree to the request, it may be resubmitted to the Board President by two or more Trustees. In case of emergency, the Board President may request information or reports.
- ▶ Board Member inquiries of staff shall be limited to Superintendent's Cabinet and responses will be distributed to all Board Members.

Communication with Other Board Members

- ▶ 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.
- ▶ A Board Member may discuss a District issue with no more than two other Board Members unless in a duly posted Board Meeting.

Communication with the Media

- ▶ The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
- ▶ Media calls should be directed to Superintendent and the Public Information Officer as the district spokesperson.
- ▶ 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.

Complaints to Board Members (Ref Policy BBE)

- ▶ Employees, students, parents or other members of the public who bring concerns or complaints to an individual Board Member for the purpose of seeking remedy or perspective shall receive guidance that reflects:
 - An understanding by each Board Member that information provided to a Board Member, in some specific situations, could cause the Board Member receiving the information to be disqualified from participating in future hearing(s) or action by the Board specific to the issue;
 - Adherence to the Board's policies (DGBA, FNG, FOD and GF) regarding complaints and grievances.

- ▶ Board Members may notify the Superintendent's office of any complaint.

- ▶ As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member.

- ▶ When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

Visits to Campuses

- ▶ Board Members are encouraged to attend any and all school events as their time permits, and to show support of school activities.

- ▶ Board Members must notify the Superintendent or designee prior to visiting a campus in an official capacity.

- ▶ Board Members shall not visit a campus in an attempt to evaluate personnel on a campus.

Board Member Training (Ref Policy BBD)

- ▶ Board Members are required to attend training set forth in Policy BBD. In addition to the orientation and team building training, a Board Member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. The district will cover the cost of registration, travel and lodging for each Board Member for the minimum number of hours shown on the *Continuing Education Requirements for School Board Members* as published on the TASB website. All costs for additional training will be the responsibility of the individual Board Member.

- ▶ Board memberships to any and all associations shall be brought to the Board for discussion and approval.