

Lewisville ISD Board Operating Procedures

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Board Member Ethics

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

STUDENT- CENTERED FOCUS

- I will be continuously guided by what is best for all students of the District.

EQUITY IN ATTITUDE

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

TRUSTWORTHINESS IN STEWARDSHIP

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

HONOR IN CONDUCT

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

INTEGRITY OF CHARACTER

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law.

COMMITMENT TO SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

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Related Policies: BBF(LOCAL)

The Board defines the district's policies and goals that shall reflect the district's advocacy for all students. Board members serve as advocates for all students by providing leadership at the local, state, and national level. The policies set by the Board will ensure the district's mission and goals are achieved. A responsibility of the Board is to hire a Superintendent, who then implements the policies and goals adopted by the Board. The Board shall evaluate the Superintendent's job performance based upon these policies and goals on an annual basis.

These operating procedures will be reviewed no later than June 30 by the Board and shall reflect a continuous improvement model.

A district is only as strong as the Superintendent/Board relationship, also referred to as the "Team of Eight." The Superintendent is the CEO of the organization and the Board is a governing body, much like a Board of Directors is a business setting. The Board must give the Superintendent leeway to accomplish the directives provided by the Board without getting involved in the day-to-day operations of the district and campuses.

An effective Board member communicates with the Superintendent about a concern. It is the Superintendent's job to address concerns. Board members should not violate the chain of command. Doing so causes disrespect and unclear expectations between staff, the Superintendent, and the Board.

Board Protocol

New Board Member Orientation

- New Board Member will have a meeting with staff for their name badge and other generic, logistical information by their first board meeting.
- As a supplement to the information provided in relation to his/her candidacy, a district orientation for a new Board Member will be scheduled to begin by the first Board meeting of the date a new Board Member takes the Oath of Office.
- At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff also may be included to provide specific information about the district.
- Each new Board Member will receive a copy of the "New School Board Member Orientation Checklist." The checklist provides a summary of the orientation activities and the time frame for those activities to occur. See Exhibit A at the end of this document.
- The orientation should include, but will not be limited to the following:

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- Board Operating Procedures and Board Policies.
- Superintendent's overview of district administrative organization.
- Training to access district electronic communications.
- District budget overview.
- District goals overview.
- Board annual calendar and briefing of upcoming events.
- Expense reimbursement procedures.
- Framework for School Board Development from SBOE
- Dashboard Training
- Student Performance Overview
- Board Members Ethics BFF (Local)
- Ethics Conflict of Interest Disclosure BBFA (Legal)
- Ethics Prohibited Practices BBFB (Legal)
- At the discretion of the Board President or the request of the new member, new Board members may be assigned an existing Board member who will serve as a mentor.
- New Board Members should feel free to ask questions of the Superintendent, Board President, and other Board members.
- New Board Members will be offered a six-month refresher of any of the above orientation material.

Related Policies: BBD(LEGAL), BBD(EXHIBIT), BBF(LOCAL), BBFA(LEGAL), BBFB(LEGAL)
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New Board Member Training

- A new Board Member is required to receive the following training:
 - Local district orientation with district leadership (at least 3 hours) within 60 days of his/her election or appointment.
 - Three-hour training session on the orientation to the Texas Education Code within the first year of board service.
 - TASB ISD training offered at Summer Leadership Institute
 - Team-building session (at least 3 hours) must include a “review of the roles, rights, and responsibilities of the local board as outlined in the Framework for Governance Leadership and an assessment of continuing education need of the board-superintendent team.” (www.tasb.org)
- New Board Members from Lewisville ISD are highly encouraged to participate in the Center for Reform of School Systems (CRSS) Texas Institute for School Boards, which is usually held in July after their election. The Secretary of the Board will inform members of the exact dates. If there is only one newly elected Board Member, one of the following may also go to strengthen the training session for the new Board member: Superintendent, Board President, or another Board Member.

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Related Policies: BBD(LEGAL), BBD(EXHIBIT)

Ongoing Board Training

- After their first year of Board service, all Board Members must receive eight hours of continuing education. This includes the annual three (3) hour team building session and at least five (5) additional hours of training. It does not include the update to the Education Code which takes place following each legislative session.
- Board Members should try to limit the national school board conferences to one per year. Suggestion: for board members to attend the NSBA Advocacy Institute the second year of their term due to the learning curve involved in federal advocacy issues. Board Members should not attend the NSAB Annual Conference, Advocacy Institute or Leadership TASB at LISD district expense the spring their board place is on the ballot; an exception applies if a Board Member is presenting a training session at the conference. Board Members should attend NASB the spring following their election. TASB Leadership may not be applied for the year a Board Member's place is on the ballot. Board Members should not apply to be part of TASB Leadership their first term on the board. A Board Member may apply their first or second year of their second term.
- All Board Members and the Superintendent must participate in an annual, three-hour "Team of Eight" team building session annually, but no later than October 15 of each year. A Board Member's role in the Team of 8 means the following:
 - 1 of 7 Board members plus the Superintendent
 - A trustee for the entire ISD
 - A leader for the entire ISD
 - An elected public official
 - Responsible for governance
 - Equal to all the other Board members
 - Responsible for personal preparation for all meetings
 - Expected to attend district wide functions as available
 - Expected to be familiar with current laws
 - Expected to attend further training
 - Expected to support Board decisions
 - Expected to support the chain of command in dealing with problems
 - Will not be divisive or negative influence
 - Will not divulge inside information
 - Is not expected to be a legal expert on all aspects of public education
 - Expected to assist in educating the public on district issues where appropriate
 - Expected to attend Board meetings
- The Board shall attend a legislative update as required by law.

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- Trustees are encouraged to attend seminars and training at various locations offered by Regional Service Centers, Texas Association of School Boards (TASB), National School Board Association (NSBA) and North Texas Area Association of School Boards (NTAASB). The Executive Assistant to the Board can provide information on various training dates.
- At the April meeting, the Board President is required by law to report whether or not each individual Board Member has or has not met his/her training requirements.
- To increase the impact of training, the following should be completed:
 - Share new learning - Within a month of attending a training opportunity, Board Members should share via email their learning by providing a recap of their training experiences to the Board and Superintendent. Board membership should be blind copied in all communications distributed to the full board.
 - Record and report appropriate credits - To receive credit for the training in which a Board Member participates through NTAASB and TASB, a credit number is given for each training session at the end of the session. Forms are available for recording those numbers. Training credit numbers should then be submitted to the Executive Assistant to the Superintendent for recordkeeping. NSBA issues credit numbers after completing their survey, which is received via e-mail. Once a Board Member receives the e-mail, he/she forwards the document to the Executive Assistant to the Superintendent.
 - Apply new learning in role as Board Member.

Related Policies: BBD(LEGAL)

Reimbursable Board Travel, Expenses, and Training Opportunities

- All Board Members training travel expense, paid for by LISD, must have a direct benefit on the Board Member's ability to perform as an effective Board Member. Generally, the district will not pay for personal membership in special group organizations, with the exception of NSBA, TASB, NTAASB and approved expenses related to advocacy priorities identified in Board Development Operating Procedure Number 4, "Board Advocacy."
- For a conference or training opportunity to be eligible for reimbursement, it must meet the following criteria:
 - Meet the criteria for Board continuing education hours, as defined by statute.
 - Be located within the 48 contiguous United States.
 - Be limited to the day(s) of travel that serve the Board purpose (i.e., expenses related to additional days added for personal use will not be reimbursed by the district).
- A Board Member may be reimbursed for reasonable, allowable expenses incurred in carrying out Board business and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.
- Board Members should present the LISD tax exempt form to a hotel during check-in.

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- Payment for authorized and documented travel expenses will be made in accordance with legal and local requirements.
- If a Board Member travels for training or as a Board representative, booking air travel typically is the responsibility of the Board Member. Arrangements for air travel, lodging and rental cars can be made by the Executive Assistant to the Superintendent. The Board Member is responsible for notifying the Executive Assistant his/her preferences for time of travel, seating, lodging accommodations and choice of rental car vehicle type, where appropriate. Please notify the Executive Assistant to the Superintendent if you plan to book any aspect of your own travel.
- Following the completion of travel, a Board Member must submit a "Travel Expense Form," with itemized receipts for allowable expenses attached, within thirty (30) days to the Superintendent's office for reimbursement. Please email the Executive Assistant to the Superintendent for a copy of the travel form. Alcohol is not an allowable expense.
- Trustees shall make prudent spending decisions while traveling.
- Board members who cancel paid conferences, events or meetings, i.e. chamber luncheons, without good cause that result in the district incurring expenses shall reimburse the district for the expenses. Events have different cancelation notification policies. Board Members should notify the Board Secretary if they change their calendar RSVP 48 hours before an event.
- All Board members attending a conference or training session are encouraged to attend two-thirds or more of available continuing education opportunities. All "early bird" workshops paid extra by the district must be attended except in a case of emergency. Failure to follow these guidelines may result in the cost of the training not being covered by the district.
- All personal costs (outside of travel, parking, lodging, and meals as allotted by law and District policy) will be borne by individual Board members. Family member travel will not be a reimbursable expense.
- Board members will be reimbursed for all allowable expenses unless prior arrangements for payment are made with the Superintendent's office.
- Questions regarding travel will be addressed through the Board President.

Related Policies: BBG(LEGAL), BBG(LOCAL)
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Advocacy

The Board places a high priority on advocacy at the local, state, and national levels for the specific interests of the district and for public education, in general.

- The Board will create district legislative priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators no later than May 31st. These priorities may be updated as necessary to remain current and responsive.
- The Board will annually determine a process for organized engagement between members and the local, state and federal community and elected leaders.

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- The Board will coordinate advocacy efforts with the Superintendent or designee.
- Board Members are expected to do the following:
 - Advocate for the high achievement of all district students.
 - Create and support connections with community organizations to provide community-wide support for the high achievement of all district students.
 - Texas Education Code 11.1512.
- Texas law prohibits district employees or officials (including Board Members) from knowingly using public funds, directly or indirectly, for political advertising to advocate for or against a candidate measure that will appear on a ballot.
 - The Texas Ethics Commission interprets this prohibition broadly, suggesting even that conducting a meeting on public property involves an indirect use of public funds. The prohibition extends to bond and tax ratification elections.
- Texas law allows Board Members, acting independently and without the use of public funds, to engage in political advocacy.
 - Board Member invited, for example, to speak at a community meeting in favor of a bond proposal may do so.
 - Board Members will be cognizant of this provision and seek advice of the Board President before engaging in any advocacy activity that may involve a direct or indirect use of public funds when that activity is related to an election or ballot measure.
 - Board President may seek advice of district counsel.
 - If a Board Member chooses to initiate independent political advocacy on an issue that is not a district legislative priority, including, but not limited to initiating communication with a member of the legislature (or a member of such legislator's staff) or testifying before a governmental or legislative committee or agency, the Board Member should clarify, when possible, that such independent political advocacy reflects his/her own opinions and actions and does not reflect the opinions or actions of the district or of the Board. It is imperative that the Board Member disclose such in order that established district legislative priorities are distinguished from, and not diminished or otherwise superseded by, the Board Member's independent political advocacy.
 - At each Board Meeting (a) following the adoption of the district's legislative priorities, and continuing thereafter during the subsequent regular session of the Texas legislature and (b) during the term of any special called session of the Texas legislature, the Board President shall include a discussion item on the agenda during which individual Board Members may inform all other Board Members of their significant advocacy efforts, including any independent political advocacy on an issue that is not a district legislative priority.
- Board Members are encouraged to serve on as a delegate, representative, or member to local, state and national organizations. Board members should inform the Board President if they have a particular area of interest for such service.

Activities Related to Elections

Election Activities

- Board Members will follow all applicable law in all campaign activities.
- Neither the Board, as a body corporate, nor any Board Member individually, will use district funds or other resources to electioneer for or against any candidate, measure on a ballot or political party. Texas Education Code 11.169.

Endorsements

- Seeking Endorsements - No Board Member seeking re-election to the Board will solicit district employees for endorsement during such employee's work hours or at any time while on district property.

Providing Endorsements

- The Board, as a body corporate, will not endorse any candidate running for any public office.
- Recognizing that the Board operates as a non-partisan elected body that works with other elected officials in its duties, individual Board Members should exercise heightened caution when providing a personal endorsement to any candidate, including all social media.
- If an individual Board Member chooses to provide an endorsement to a candidate for elected office, no reference to the Trustee's role as a Lewisville ISD Board Member will be used.

Board Elections

- Board Members serve three-year terms that expire on a rotating basis. A Board election is held every year in May, or as otherwise required by law, to fill seats that are contested or are or will become vacant. If all seats are uncontested, the election may be canceled. At the conclusion of an election, Board Members work together as a body corporate to govern the district in a cooperative manner.
- Individually, Board Members may participate in the electoral process according to each Board Member's individual conscience. However, Board Member support of candidates in a Board election can have an adverse impact on the ability to function cohesively and constructively as a corporate body.
- Board Members are encouraged to consider such impact, as well as the influence their elected position may elicit in the political process, and therefore, should give careful consideration prior to endorsing any candidate running for the Board.

Compliance with Board Operating Procedures

Board Members' Concerns about another Board Member's Performance

If a Board Member has a serious, specific, concern about the performance of another member which appears to be in violation of Board Operating Procedures or Policies, the recommended process for addressing such concerns shall be the following:

- The concerned member shall have a private conversation with the member in order to work out the differences or resolve the issue(s).
- If the concern(s) remain, the concerned member will meet privately with the Board President and outline the specific issue(s). The Board President and the complainant will meet with the member and attempt to resolve the issue(s). If the concern is with the performance of the Board President, the Vice President will be notified and will meet with the complainant.
- If the issue is still not resolved, the complainant will hold a conference with the Board President (or Vice President with concerns regarding the President) and the Superintendent (or the Superintendent's designee) to develop a plan of action to resolve the concerns.
- When a member with concern(s) about another member's performance has gone through the outlined steps above and the issue(s) remain unresolved the concerned member will, through the Board President, request that an item be placed on a regularly scheduled agenda as an executive/closed session item, posted as "Consideration of the Duties of a Public Officer." See Board Operating Procedure, Meetings, "[Preparation of the Agenda](#)," regarding the steps to follow when placing an item on the agenda.
- Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.
- No action may be taken that would conflict with the Texas Open Meetings Act. Nothing in this operating procedure shall be construed to limit a Board Member's constitutional rights.

Related Policies: BBC(LEGAL), BBF(LOCAL)
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Censure of a Board Member

- If a Board Member acts in a manner that is unbecoming of a member and disruptive to the business of the district, the Board can pass a resolution to censure that Board Member. This would consist of a calmly worded statement identifying the following:
 - The inappropriate behavior of the named Board member.
 - The desired behavior.
 - A statement of agreement by a majority of the Board members that the behavior is inappropriate.

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- Resolutions are non-binding, but they have the effect of publicly disciplining a colleague, since removal from office is rare.
- The Board may choose to withhold financial resources from the offending Board member. Examples might be disallowance of reimbursement for attendance at conventions, seminars, or other district travel plans.
- Under extreme conditions the Board may agree to ask the offending Board member to resign. However, a Board Member may only be removed from office for incompetency, official misconduct, intoxication or conviction of a felony.

Related Policies: BBC(LEGAL)

Board Development

Annual Board Review and Establishment of Board Goals

Effective boards are marked by certain characteristics. They have embraced a vision and a set of clearly defined priorities for the district that structure both the Board's decision making and the work of the district staff. They develop and follow clearly defined procedures and schedules for doing their work. They foster, through their own practices, the free flow of information within the community.

- Each year, no later than June 30, the Board may meet in a Work Session setting to evaluate its performance from the previous year and to set Board goals* for the coming school year.
- The process will be facilitated by the Board President or designee, unless a majority of the Board Members feel the process would be better served by using an independent facilitator.
- The Board will use the TASB Effective Board Practices to measure its effectiveness and identify opportunities for improvement. The template is available at:
http://www.tasb.org/services/lts/resources/documents/2011_effective_bd_pract.pdf
The Board will document and adopt its visions and goals for the upcoming school year no later than September 1.
- Board Goals must include at least one student performance indicator.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BQ(LEGAL) BQ(LOCAL)

Reauthorization of Board Operating Procedures

- These operating procedures will be reviewed no later than June 30 by the Board and shall reflect a continuous improvement model.

Preparation of Annual Board Calendar

- No later than August 1st of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's annual calendar of Board Meetings. The annual calendar will serve as a template for agenda and activity planning purposes.
- The Board's annual calendar provides a general planning guideline and can, at a minimum, include the following items:
 - Required Board Actions - to include items legally required at specific times
 - Items legally required annually but not at specific times
 - Items required by Board Policy
 - Desired Board Reports
 - Student Performance Reports
 - Instructional Programs and District Initiatives to review in the upcoming year
 - Activities not related to Board Meetings - to include district activities/events, major campus events, meetings of district-related organizations/committees, Board training opportunities/workshops/conventions, business meetings of local governmental agencies, and advisory group meetings.
- Superintendent will ensure that all necessary information to meet the calendar's timelines will be delivered to the Board Members in compliance with Board Operating Procedure, Meetings, "Preparation of the Agenda."

Related Policies: BDAF(LEGAL), BE(LOCAL), BJCD(LEGAL), BQ(LEGAL), BR(LEGAL), CFA(LEGAL), CFC(LEGAL), DNB(LEGAL), EB(LEGAL)
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Communications

Board Member Questions about the Agenda

See section: Meetings, "[Board Member Preparation for Meetings](#)."

Board Member Communications between Meetings

- The Superintendent will keep all Board Members updated on important district issues.
- The Superintendent will communicate quarterly progress reports of district/superintendent goals with all Board Members.
- Any correspondence a Board Member may have received at the district office will be delivered to the Board Member at the earliest opportunity.
- The Superintendent will communicate requested information to all Board Members in a reasonable time without interfering with the regular conduct of district business.
- The Superintendent will distribute to all Board Members any information requested for the Board by the Board President or a Board Member, at the Superintendent's discretion.
- Board Members may communicate with other individual Board Members or the Superintendent or staff for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- Board Members **may not** communicate with other individual Board Members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.
- As a best practice, Board Members should blind copy all other members of the Board when communicating or sharing information via email. Items shared in this manner should be for information purposes only.

Related Policies: BBE(LEGAL), BBE(LOCAL), BBI(LEGAL), BBI(LOCAL), BE(LEGAL), BE(LOCAL), BJA(LOCAL), GB(LEGAL)

Board Member Requests for Information Other than Agenda Items

- Board Members will communicate their individual requests for detailed or sensitive non-agenda information to the Superintendent or leadership team member while copying the request to the Board President, as deemed appropriate.
- If the requested information can be provided from readily available data with no diversion of staff's time, then it will be provided within a reasonable amount of time after the request.
- If the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requestor and the Board President. The Board President will

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determine if the request should be considered by the full Board or will direct the Board Member to procedures regarding placing an item on the agenda.

- The Board President may elect to place the request for information on a future meeting agenda to determine if a majority of the Board agrees the requested information is important for its future decision-making.
 - If the Board agrees that the information is important for future decision-making, then the Superintendent will direct that a standing report be developed and provided as requested by the Board and commit to a time frame for providing the information.
- Information requested by one Board Member will be provided to all Board Members at the same time, at the Superintendent or his designee's discretion.
- If a Board Member has a question requiring the Board attorney's updates or response, he/she should refer the question to the Superintendent or the Board President, who will relay the answer to the Board or advise Board Member to contact the attorney directly. This procedure is to ensure that several Board Members are not contacting the attorney with duplicate questions.

Related Policies: BBE(LEGAL), BBE(LOCAL), BDD(LEGAL), BJA(LOCAL)
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Board Member Contacts with Campuses and District Staff*

- Board Members are encouraged to visit any campus.
- As a courtesy, Board Members will inform the Superintendent or designee of any visit as much in advance as possible to accommodate courtesy of staff's time, unless the Board Member is attending a function to which he/she has been invited.
- Board Members must honor the campus rules and following district guidelines regarding visitors. Identification badge must be visible while on campus.
- All visits are to be escorted or directed by a staff member designated by the principal.
- Board Members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
- Board Members will not assume a supervisory role with staff or students.
- Board Members will not assume a participatory role with staff or students unless specifically requested by campus staff.
- Do not attempt to solve problems or make promises.
- Remember you are a public servant. Your actions and behavior should reflect this critical role.
- Make positive observations about the campus and express any concerns privately to the Superintendent.
- Board members are encouraged to know staff members but are never to give staff members directives.

*This operating procedure does not pertain to visits as a parent, as a spectator at school events, or other events open to the general public.

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Related Policies: BBE(LEGAL), BBE(LOCAL)

Board Member Responses to Community or Employee Complaints**

- Listen respectfully and remain impartial.
- The chain of command is the appropriate channel to take to get problems solved, and the person at the lowest level and closest to the problem should strive to solve an issue.
- Ask if the complainant has followed the district's procedures and/or chain of command. Determine if the escalation process is formal or informal by referring to FNG(LOCAL) for student/parent issues, GF(LOCAL) for community issues, and DGBA(LOCAL) for employee issues.
- If the complainant does not know the procedures or chain of command, provide the information about the informal and formal grievance processes by referring to policies mentioned above. Even after initiating the formal complaint process, a complainant is encouraged to seek an informal resolution of his/her concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.
- The Superintendent will inform Board Members of the resolution, or progress, of any referred issue.
- If a matter becomes a formal grievance and the Board Member knows or learns anything about the grievance or appeal case, except what is admitted through the formal documents, that might render him/her unable to hear the grievance or appeal impartially, then he/she must inform the Superintendent immediately and will be expected to recuse himself/herself from the hearing.

**This policy will not be construed to apply to complaints alleging criminal activity.

Related Policies: BBE(LEGAL), BBE(LOCAL), BED(LEGAL), BED(LOCAL), DAA(LEGAL), DG(LEGAL), DGBA(LEGAL), DGBA(LOCAL), DIA(LEGAL), DIA(LOCAL), DNA(LEGAL), DNA(LOCAL), FB(LEGAL), FB(LOCAL), FFH(LEGAL), FFH(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)

Board Member Communication with the Media

- The Board President or designee will be the spokesperson for the Board to the media on issues that relate to a) Board operations, b) Board actions or c) Board positions which have been approved by the Board.
- Press releases issued on behalf of the Board will be approved by the Board prior to release, unless an emergency or public necessity exists.

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- The Superintendent or a designated staff member will be the official spokesperson for the district on issues of media attention that relate to district operations.
- A Board Member who receives a call from the media requesting information, comments, or an interview regarding district business is encouraged to direct the caller to the Executive Director of Communications.
- The Superintendent will notify the Board, periodically, of any media requests. If the matter is urgent, the Superintendent will notify each Board Member via phone or e-mail, whichever is more practical.
- The Superintendent or designee will keep Board Members apprised of issues the media may be considering.
- Statements will not be made to the media regarding personnel or other matters protected by law.
- A Board members retains the right to speak at meetings, hearings, public functions, or to the media, but all remarks should be clarified that it is their personal opinion. However, members should understand that any comment will likely be interpreted by viewers/readers as an official statement of the Board. In speaking as an individual, the Board Member should do the following:
 - Clarify that he/she is speaking as an individual and not for the Board.
 - Remind the media representative(s) that official statements of the Board are made only by the Board President (or his/her designee).
 - Remind the media representative(s) of the position or action of the Board related to the issue in question.
 - Notify the Superintendent, the Deputy Superintendent, the Executive Director of Communications and Board President about the media request.
- Once a majority decision has been reached, individual Board members will publicly support that vote.

Related Policies: BBF(LOCAL)

Board Member Communication with the Community

- Board Members will communicate with the community through public forums, regular Board meetings, committee meetings, electronic media, and regular publications, as appropriate to the role.
- To be most effective, Board Members should be present and active in the local community. As such, Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When speaking to members of the community, Board Members are expected to do the following:
 - Listen politely and respectfully.
 - Accurately relay information about the district.

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- Refer questions about specific district activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
- Clarify Board Member's limitations, obligations, and responsibilities as a member of the Board.
- Respect Board decisions.
- Relay official action by the Board, if applicable.
- Regarding policy, boundaries, finances, or other responsibilities of the Board - Citizens wishing to express themselves should be directed by Board Members to use one or more of these alternatives: contact appropriate staff members, e-mail, telephone or write Board Members, speak at public forums or participate in the open forum portion of a Board Meeting.
- Regarding students, teachers, principals or other campus administrators - Citizens wishing to express themselves should be directed by Board Member to follow the grievance procedures established by referring to policy FNG(LOCAL) for student/parent issues, and DGBA(LOCAL) for employee issues. According to DGBA(LEGAL), the Board is not required to conduct an open meeting to hear a complaint or charge against an employee. However, the Board may not conduct a closed meeting if the employee who is the subject of the hearing requests a public hearing.
- Concerns regarding school matters not addressed in FNG (LOCAL) or DGBA (LOCAL) above should be directed by Board Member to follow the grievance procedures established by referring to policy GF(LOCAL) for community issues.
- A Board Member retains the right to communicate in any manner to anyone as an individual, but must understand that any comment will likely be interpreted by the listener as being an official statement of the Board. In communicating as an individual, the Board Member should do the following:
 - Clarify that he or she is speaking as an individual and not for the Board.
 - Remind community representatives of any position or action that the Board has officially taken related to the issue in question.

Related Policies: BBF(LOCAL), BED(LOCAL)
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Patrons Addressing the Board

- Members of the public may address the Board during regularly scheduled board meetings during the open forum portion of the meeting. Board Members will listen to the comments but will not conduct an interchange with the speaker.
 - The Board, through the presiding officer or Superintendent, can offer factual information, cite Board policy, or direct the administration to investigate items and report back to the Board but shall not engage in a two-way dialogue with patrons.
 - The Board is assembled to gather input only. No action may be taken.
- Protocol for open forum:

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- The Board will limit response time to three minutes per speaker.
- The Board will determine total time allowed for patron input.
- The Board will not accept negative comments on individual students, individual personnel, or members of the Board.
- Formal acknowledgements and written responses to patrons will be provided by the appropriate staff. Leadership will make every effort to respond within ten (10) working days of the meeting date at which the communications was presented to the Board. The Board will be copied on all such communications.

Related Policies: BED(LOCAL)

Phone/Voice Mail, Written Correspondence, including, but not limited to, E-mail, Text Messages or Social Media Protocol

- Board Members are encouraged to respond to phone calls, written correspondence, including, but not limited to, e-mail, text messages or social media from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests and may be applicable to the Texas Open Meetings Act.
- A Board Member retains the right to respond to an individual but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
 - Clarify that he/she is responding as an individual and not for the Board.
 - Remind the individual any position/action the Board has officially taken on the subject.
- Board Members are encouraged to share communications they receive with the rest of the Board if the following applies, and they feel it would be appropriate:
 - The information is not of a personal or confidential nature.
 - It is not obvious that the individual has contacted the rest of the Board Members.
 - The Board does not engage in any conversation or action which would violate the Texas Open Meetings Act.
- Board Members will not respond to anonymous communications, unless the communication pertains to criminal, health or safety issues. Any such communication, pertaining to criminal, health or safety issues, will be forwarded to the Superintendent for action. Board Members will be informed, if appropriate.
- If a Board Member receives any communication which he/she perceives to be of a threatening nature, the Board Member will immediately call and forward the communication to the Superintendent for action. Superintendent will contact all Board Members, if deemed necessary.
- Non-threatening anonymous communications should be shared with the Superintendent.

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- Board members who participate in social media, such as but not limited to Facebook and Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board of constituting an online board meeting.

Related Policies: BBF(LOCAL), GBA(LEGAL)

Board Member Communication with Governmental or Legislative Agencies

- The Superintendent or a designated staff member will testify at any public hearing or other governmental proceeding on behalf of the district, unless the Board otherwise directs.
- The Board President or designee will be the spokesperson for the Board, unless the Board directs otherwise, and such testimony will be limited to positions officially adopted by the Board or general practices of the district.
- If a Board Member chooses to speak or testify in front of another governmental or legislative agency on an issue that is not intended to be a reflection of any Board position, the Board Member must clarify that such testimony reflects his/her own opinions and not that of the Board.
- If a Board Member is invited to speak or wishes to speak on behalf of the Board, he or she must inform Board Members as soon as possible.
- If a Board Member is going to testify/speak, he or she should provide the Superintendent and Board President with a copy, in advance if possible. The Board President will notify the rest of the board of the upcoming testimony.
- Nothing in this Operating Procedure may be construed in such a way that would violate the Texas Open Meetings Act or a Board Member's constitutional rights.

Related Policies: BE(LEGAL)

Speaking Engagements

- Board Members are encouraged to draw upon opportunities to speak to the public outside of Board Meetings when requested by citizens of the district. Speaking engagements will help promote a better understanding of topics relating to the district and allow the public to become more acquainted with the members of the Board.
- Every Board Member may accept opportunities to visit with their constituents. If unable to accept, consider suggesting another Board Member to attend.
- A Board Member will inform the Superintendent and Board President if he/she has been directly requested to give a public presentation.

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Related Policies: DBD(LOCAL)

Meetings

Types of Meetings

There are a variety of meetings for Board Members. Attendance at some meetings is more critical than others, but all are important to attend. While most meetings occur on a regular basis, dates can change or meetings can be omitted altogether due to other conflicts on the calendar.

- **Board Meetings** - These open meetings are usually held in accordance with the published calendar, at the Lewisville ISD Administrative Center Board Room, 1565 W. Main Street, Lewisville, at 7 p.m. on the second Monday of every month (exceptions do apply).. These meetings are preceded by an executive/closed session beginning at 6:00 p.m. All meetings are open to the public and are subject to provisions of Texas law. They are held to conduct the formal business of the district in public. Action may be taken during this meeting. The Board Meeting is streamed online and available at all times on the LISD website.
- **Executive/Closed Sessions** - These meetings are not open to the public and typically include consultation with legal counsel or special hearings for the Board. Since they are executive/closed meetings, there cannot be any formal or informal action votes.
- **Workshops** – These open meetings are held for Board members and staff to engage in intensive discussion on subjects or projects that will most likely come to the Board at a regular Board Meeting. The meeting could be preceded by an executive/closed session.
- **Work Sessions** -. These meetings are held for Board members to receive information and to discuss items with staff. These meetings are held at various times during the school year. Some work session topics may come to the Board at a later date during a Board Meeting. The meeting may or may not be preceded by an executive/closed session. No action is taken, unless deemed necessary. Members of the public may not address the Board during a Work Session Meeting. Public input is scheduled at regular Board Meetings only.
- **Community Input Sessions** - On issues of broad community interest, the Board may decide to conduct public input sessions. Examples include tax rate setting, boundary changes, feeder pattern changes, bond packages and similar topics. This meeting may be held at individual schools or at a location other than the Board Room in the Lewisville ISD Administrative Center, 1565 W. Main Street, Lewisville.
- **Special Meetings** - A special meeting is a business meeting held on a date other than the regularly scheduled meeting. Action may be taken.
- **Emergency Meetings** - An emergency meeting is a business meeting scheduled with at least a two hour notice to the public. An emergency meeting is usually called to address a situation which must be handled immediately. Action may be taken.
- **Board Subcommittees** – The Board President may choose to designate a committee consisting of 2-3 Board Members for a specific purpose.

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Related Policies: BE(LEGAL), BE(LOCAL), BEC(LEGAL), BED(LEGAL), BED(LOCAL) DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)

Preparation of the Monthly Board Meeting Agenda

- Agendas are drafted by the Superintendent in consultation with the Board President, but final approval for the agenda is the sole authority of the President.
- At least two Board members 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 Board members-requested topics that have been timely submitted. The deadline for submitting items for inclusion on the agenda is noon of the tenth calendar day before regular meetings and noon on the third calendar day before special meetings. Two Board Members may request removal of an Agenda Item. They must submit their request to the Board President no later than 3 calendar days preceding (Wednesday) the Regular Board Meeting and 3pm on the third calendar day before special meetings. The Board Presidents has final say on removing of an item.
- Requests for agenda topics will be forwarded to the Board President and Superintendent. The Board President will ensure that any topics the Board or individual Board Members request be addressed either on the agenda or scheduled for workshop discussion at an appropriate time in the near future. The Board President will not have authority to remove from the agenda a subject requested by a Board Member without that member's specific authorization.
- No item can be placed on a Board Meeting agenda by the Superintendent less than 72 hours in advance of the meeting unless an emergency or urgent public necessity exists.
- Preliminary agenda packets will be electronically posted to BoardBook and e-mailed ten (10) days in advance of Board Meetings. BoardBook is an online service for the board agenda and agenda documentation (packet).
- The Superintendent will ensure that adequate back up materials are provided for each Board Meeting agenda item. Items not available when the agenda is electronically posted and e-mailed will be updated on BoardBook and e-mailed immediately upon completion.
- The Superintendent will ensure all necessary or requested information is supplied to the Board Members to allow for informed decisions.
- The dates, times, and locations of all Board Meetings will be published on the Board approved meeting calendar, which may be found on the LISD website under the "Board" tab and at the LISD Administrative Center, 1565 W. Main Street, Lewisville .
- Consent Agenda - 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. During a board meeting any board member may remove an item from the consent agenda for special consideration. However, prior to the meeting the Board member will make every effort to inform the Superintendent of

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his or her intent so that the appropriate staff member can be prepared. Examples of such items include:

- Routine financial information or updates
- Minutes of regular and special Board meetings
- Routine bid recommendations

Related Policies: BE(LEGAL), BE(LOCAL)
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Board Member Preparation for Meetings

- Board Members will read and study the packet prior to each meeting.
- Board Members will direct their individual requests for additional materials or information relating to agenda items to the Superintendent's Executive Assistant via e-mail by the Wednesday before the board meeting. Answers will be compiled and sent to the board by Friday.
- The Superintendent or designee will ensure that any additional materials or information that is provided to one Board Member is provided to all Board Members. This operating procedure will not limit a Board Member's ability to ask questions during the Board Meeting.
- In order to honor the time of the administrative staff, Board Members will make every attempt to submit questions about Board Meeting agenda items as soon as possible before a meeting.
- If the requested information is not readily available or requires a significant investment of time that will divert staff from established priorities, the Superintendent will notify the requestor and the Board President as soon as possible.
- The Board President will place the request for information on the next meeting agenda if at least two Board Members agree the requested information is important for future decision-making.
- During a Board Meeting, any Board Member may remove an item from the consent agenda for separate consideration. Prior to the meeting, the Board Member will make every effort to inform the appropriate staff member of his/her intent to remove the item from the consent agenda so that the staff member may prepare additional information as needed, which may include documents or other material. The Board Member will also notify the Superintendent or the Board President of his /her need to further discuss the consent agenda item prior to action by the Board.

Related Policies: BE(LEGAL), BE(LOCAL)
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Board Participation during Meetings/Public Forums

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- All Board Members are expected to conduct themselves professionally and ethically during all meetings and public forums.
- Board etiquette restricts board members from using devices during meetings/public forums.
- During posted meetings, all members will conduct him/herself according to Roberts Rules of Order, Newly Revised.
- If, during a meeting or public forum, any member conducts themselves in a manner that is intolerable or prevents the accomplishment of goals, the Board President may adjourn or recess the meeting.
- Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject.
- In compliance with the Texas Open Meetings Act and subsequent Attorney General Opinions, Board Members who cannot attend, but would like to listen to a called meeting, may listen via phone, but cannot speak once the meeting begins. The minutes may reflect the following: “[BOARD MEMBER] was unable to attend the meeting in person. Pursuant to the Open Meetings Act, [BOARD MEMBER] was not permitted to participate in the meeting, but, [BOARD MEMBER] did call in and was able to listen to all the discussion on each of the agenda items discussed.”
- Meetings held by teleconference may only occur if an emergency or public necessity exists, as defined by the Texas Open Meetings Act, and it is difficult or impossible to convene a quorum of the Board at one location. Such meetings must meet all requirements of the Texas Open Meetings Act.
- A Board Member not present at the physical location of a regular board meeting may participate via videoconference under Gov’t Code 551.127. The Board Member shall be counted as present at the meeting for all purposes. A meeting may be held if a quorum, including the Board Member presiding over the meeting, is physically present at one location. A board member wishing to participate via videoconference shall notify the Board President and Superintendent at least three business days before the meeting to allow staff time to set up and test the connection. Such meetings must meet all the requirements of the Texas Open Meetings Act.

Related Policies: BE (LEGAL), BED(LEGAL), BED(LOCAL), BBF(LOCAL)
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Board Participation in Discussion, Debate and Voting

- Robert's Rules of Order, Newly Revised is the parliamentary procedure adopted in policy by this Board. Meetings, motions, and debate will follow these guidelines unless suspended by a two-thirds vote of members present.
- All Board Members are expected to conduct themselves with professionalism, respect, integrity.
- The Board President, or chair, of a meeting will recognize any member who wishes to speak on a subject. Members will not be allowed to speak a second time until every member who wishes to participate has spoken once.
- Debate and discussion must continue until such time as each Board Member feels that he/she has had adequate time to ask clarifying questions or make other comments, unless the previous question has been moved and adopted.
- Questions or comments must always be germane to the current agenda item.
- No Board Member will coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.
- No Board Member will criticize any other member with regard to his/her questions, discussion, or vote.
- Although it is the duty of every Board Member who has an opinion on a question to express it by his/her vote, he/she can abstain since he/she cannot be compelled to vote. Members abstaining from voting must briefly state their reason for the abstention.
- Only Board Members who are counted as present may participate in discussion, debate or voting.
- The Board President will vote on all action items.
- In case of a tie vote, the item fails.
- Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
- Once a majority decision has been reached, individual Board members will publicly support that vote.
- Nothing in this operating procedure will be construed to limit a Board Member's ability to ask questions during the board meeting.

Related Policies: BE(LEGAL), BE(LOCAL), BBF(LOCAL)
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Board Responses to Inquiries about Executive/Closed Session

- Given the legal and sensitive nature of executive/closed sessions, the members of the Board understand that the law requires that all such sessions are strictly confidential.
- When it is apparent to the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding anything that occurs in or results from an executive/closed session, the Board President will compose an official public statement that

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meets with the approval of a majority of the Board. Any such statement will comply with the limitations of the law.

- If individual Board Members are pressed for information regarding executive/closed sessions, that Board Member will state clearly that he/she can give no information other than what is posted on the agenda. If pressed further, the Board Member will refer the inquiry to the Board President and Superintendent.

Related Policies: BEC(LEGAL), BBF(LOCAL)

Participation by People Other Than Board Members in Executive/Closed Sessions

- No person other than the Board, General Counsel and the Superintendent is entitled to attend or participate in executive/closed sessions.
- If the Board President, designee or the Superintendent believes that consultation with a person or group would be beneficial to the discussion, that person or group may be invited to participate for a specific purpose. Such consultants must leave the room upon the conclusion of their participation or when the Board no longer believes such participation is productive.
- The Superintendent may be prohibited from participating in executive/closed sessions where the Board may be considering any aspect of his/her employment or job performance.
- Participation by people other than the Board Members will not conflict with the Texas Open Meetings Act or any other applicable provisions of the law.
- In the event any persons other than the Board and Superintendent participate in executive/closed sessions, the Superintendent and Board will ensure that the participant(s) are aware of the limitations placed on disclosure of the content of the discussion occurring in executive/closed session.

Related Policies: BE(LEGAL), BE(LOCAL), BEC(LEGAL)

Executive/Closed Session Attendance and Confidentiality

- Executive/closed session is a closed meeting and usually precedes a Board Meeting or Work Session.
- Board Members are encouraged to make every effort to attend all meetings. If a member is unable to attend, he/she will notify the Board President and/or the Superintendent, as soon as possible. The absent Board Member will contact the Superintendent or Board President and request a verbal recap of the session, if needed.
- Topics that can be discussed in executive/closed session include the following:

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- Personnel: Resignations, employment, evaluation, appointment, assignments, terminations, non-renewal, additions, and extension and/or renewal of contracts of individual teachers, individual administrators, individual support staff, and Superintendent's evaluation and/or contract (Policies related to these topics can be found on the online LISD Board Policy Manual <http://pol.tasb.org/Home/Index/384>).
- Private consultation with the attorney regarding contemplated litigation or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551.
- Discuss purchase, exchange, lease, sale or value of real property.
- Deliberation regarding economic development negotiations.
- School children; school district employee; disciplinary matter or complaint.
- All matters discussed in executive/closed session are considered confidential. Board Members will not disclose executive/closed session conversations.
- The Board Secretary will take minutes of executive/closed session meetings. After the Board President has signed, the minutes will be sealed in an envelope and given to the Executive Assistant to the Superintendent.

Related Policies: BEC(LEGAL), DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL) GF(LEGAL), GF(LOCAL)

Board Hearings of Grievances

Prepare for hearing

- The Board normally operates in a legislative capacity for executive/closed sessions. However, it operates in a judicial capacity during a grievance hearing. Members must be fully informed on Board policies relating to the process for grievances in advance of a hearing.
- Once a grievance reaches a Level 3 hearing with the Board, a hearing date is set. The grievant receives instructions about how the grievance process works.
- The grievant may elect to hold the hearing in executive/closed or open session, but the Board will make the final determination. All documentation that was presented by both parties at each of the previous hearing levels is collected and submitted to each Board Member and to the grievant for complete review in advance of the hearing.
- All grievance-related materials received by a Board Member must be held in the strictest confidence. A Board Member will neither share information from that documentation nor what is heard during the actual grievance proceeding(s).
- Board Members only may consider information that is presented during the grievance process; members will not privately seek out information regarding a grievance. No party may present or submit new documentation during the Level 3 hearing.

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- If a Board Member knows or learns anything about a grievance case, except what is admitted through the documents that might render him or her unable to hear the grievance or appeal impartially, then he/she must inform the Superintendent and Board President immediately. In addition, if the Board Member has been involved in communication with the grievant previous to the grievance hearing, then Board Member should recuse himself/herself from the hearing.

Conduct hearing

- The Board Secretary will serve as the timekeeper for the grievance hearing, record the official minutes and create an audio recording of the proceeding.
- The grievant, district administration, and board may each elect to have its own legal counsel.
- The Board President presides over the hearing and provides direction to all parties throughout the hearing.
- As a standard, the grievant and the school district will each have a total of 15 minutes to present its case. The time limit may be adjusted at the discretion of the Board when deemed appropriate. Each party is given an opportunity to make an opening statement followed by the opportunity to rebut the other party's opening statement. Each party is responsible for allocating the usage of this time as they wish. The Board Secretary can provide minute usage updates during testimony, if requested.
- Once each party has presented its case, the Board may ask questions of each party based upon the information presented. The time allocated to this activity is not limited.
- At the conclusion of all Board Member questions, the Board President concludes the hearing. The grievant and the school district representatives are excused.

Deliberate

- If the grievance hearing was held in open session then the Board will adjourn to executive/closed session under an exception to the Open Meetings Act, as stated in the posted agenda. The Board and its legal counsel, if present, will participate in the executive/closed session.
- Board Members may now consult with one another and legal counsel regarding a possible grievance decision recommendation. Only deliberations occur in these meetings. No decisions are made in executive/closed session.
- Grievance decisions become precedent-making events. Board Members should seek counsel from its legal representatives in order to understand the potential implications of any decision. Legal counsel can share information about previous decisions that may impact the current decision.
- Board Members will return all grievance materials to the Superintendent or his designee upon the conclusion of deliberations.

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Ruling/Decision

- The public reflection of a grievance hearing occurs at the next open meeting. An agenda item regarding the grievance appears on the agenda.
- Any Board Member who was not present for the entire grievance hearing must recuse him/herself from the actual vote in open session.
- If a Board Member wishes to uphold the administration's Level 2 decision, then he/she can make a motion to that effect. If the motion is seconded then the Board President will conduct a vote. If a Board Member wishes to reverse the administration's Level 2 decision, then he/she can make a motion to that effect. The Board President will conduct a vote if the motion receives a second. If the Board takes no action during the next open meeting, then the administration decision at Level 2 is automatically upheld. The Board also may choose to return the grievance to administration for solution and consideration.
- Only the Board President can make public statements arising from a grievance.
- Any Board Member who violates the Board policy on grievances may be subject to censure.

Related Policies: DCD(LEGAL), DCD(LOCAL), DG(LEGAL), DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)

Transitions on the Board

Board Member Vacancies

- Vacancies on the Board may, and do, occur at times other than at the end of a term. Trustee vacancies may occur if a Trustee moves out of the school district, resigns for personal reasons, encounters sudden death or illness, or some other valid reason to resign.
- The departing Board Member should give written notice of impending resignation and deliver it to the Board President. Possible courses of action include:
 - special election
 - regularly scheduled election
 - appointment until a regularly scheduled election
 - leave seat vacant

Related Policies: BDAA(LEGAL), BDAA(LOCAL)
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Board Officers Authority and Role

- The duties include but are not limited to the following:

President

- The Board President is the “face of the Board.” The President presides at all Board Meetings;
- Appoint Board members to both committee participation and chairmanships [BDB (LOCAL)];
- Calls special meetings;
- Speaks on behalf of the Board at most district-wide events, when requested;
- Is a signatory on district checks, legal documents approved by Board action, Board resolutions and student diplomas;
- Responds on behalf on the Board to media requests.
- The President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

Vice President

- The Board Vice President presides at any Board Meetings when the Board President is unable to attend;
- Speaks on behalf of the Board at events the Board President is unable to attend;
- Works with Board President to appoint Board Members to both committee participation and chairmanships,
- Where appropriate, and performs other duties as directed by the Board.

Secretary

- The Board Secretary presides at any Board Meetings that the Board President and Vice-President are unable to attend
- Speaks on behalf of the Board at events the Board President and Vice President are unable to attend.
- Times speakers at grievance hearings;
- Is a signatory on district checks, legal documents approved by Board action, Board resolutions and student diplomas;
- Keeps or cause to be kept an accurate record of the proceedings of each Board meeting;
- Performs other duties as directed by the Board.

Election of Officers

- Election of Board Officers is governed by Board Policies BDAA (LEGAL), BDAA (LOCAL), and the election must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. Board Members will comply with the requirements of the Board's Policies, Operating Procedures and the Texas Open Meetings Act in the selection of officers.
- No Member shall hold office without one year minimum current Board experience.
- Board Officers shall serve for a term of one year. Officers may succeed themselves in office.
- Any Board Member who seeks to be elected will make their intentions known to the Board in Closed/Executive Session at the April Board Meeting. Said Board Members when then notify the Board Secretary the Monday following the election of School Board Members or no later than 6 p.m., on the following Friday. Upon receiving notice that a Board Member seeks election to be an officer, the Board Secretary will directly email the other Board Members of the intent of the Board Member. If there is no current Board Secretary, notification flows up the chain of command for Board Officers.
- A Board Member may choose to withdraw his/her name from consideration for an office by notifying the Board Secretary, who will then notify all Board Members, at any time up until the election is conducted.

May Board Meeting

- The May Board Meeting will be scheduled to allow for the canvassing and certification of votes following the May Trustee election. At that meeting, the members of the Board shall organize by electing Board Officers [BDAA (LEGAL)]. The call of the meeting will include a provision for an executive/closed session for the purpose of reconstituting the officers of the Board.
- During the executive/closed session of the first eligible public meeting of the Board after the scheduled Joint General Election date, the Board will deliberate the duties and qualifications of a public officer. The current Board President will ask for any nominations.
- When reconvened in open session, in compliance with the Texas Open Meetings Act, the current Board President will preside over the election of the Board Officers. The current Board President will entertain nominations. Board members will not self-nominate from the dais. A nomination requires a second. If additional nominations are made, then each office will be voted on separately by the Board according to Robert's Rules of Order. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
- Following the election of the Board President, the newly placed Board President will officiate the election process for the remaining officer positions.
- Newly elected officers will assume responsibility for their office immediately upon election to the Board Office.

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- In the event of a vacancy in an Officer's position the Board may, by majority action of the Board at any duly called meeting, fill the vacancy.
- The immediate past President and the newly elected President shall meet with the Superintendent within one week of the election of officers to review all matters pending, to ensure the newly elected President has all the information required of the office, and to be sure all operating procedures are completed in a timely manner.

Related Policies: BDAA(LEGAL), BDAA(LOCAL)
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Superintendent and Board

The Superintendent's Performance Evaluation

A comprehensive evaluation includes a performance evaluation and a contract evaluation.

An important part of the evaluation process is making sure expectations are clear, reasonable, and understood by both the Board and Superintendent. Stating expectations and determining how you will measure them are essential to make the evaluation process work effectively. Here are some questions the board should consider: What do we expect the superintendent to accomplish this coming year? Are our goals reflected in budget allocations? Do we have metrics that adequately measure the accomplishment of goals? What has the superintendent accomplished? What improvements are needed for the superintendent?

- The Board will conduct a comprehensive evaluation of the Superintendent's performance at least annually.
- The evaluation instrument will define the criteria for the measurement of the goals.
- The Board or a subcommittee designated by the Board President will annually review the Superintendent's evaluation instrument to ensure that it continues to be appropriate. This will be completed no later than July 1.
- The Board President will make sure that a fully executed copy of the Superintendent's current contract is available to all Board Members.
- Each Board Member will review the report submitted by the Superintendent and the contract submitted by the Board President.
- The Board President will schedule the Superintendent's performance evaluation to occur during a posted executive/closed session. Each Board Member will review the Superintendent's annual report and contract prior to this meeting.

Related Policies: BBD(EXHIBIT), BF(LOCAL), BJA(LEGAL), BJA(LOCAL), BJCD(LEGAL), BJCD(LOCAL), BJCD(EXHIBIT)
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Evaluate results against goals

- In September, the Board will have a formative performance evaluation to discuss progress on the current year's goals.
- Interim performance evaluations may be conducted as the Board determines will be beneficial. The Board will provide the Superintendent with adequate notice of any evaluation and format.
- At the January Board meeting, the Superintendent will use the Board's evaluation instrument to prepare an annual report that summarizes his/her performance against the previous year's annual district goals and the Superintendent's personal goals. The Superintendent will submit the report to all Board members.
- During executive/closed session, Board members may ask questions of and discuss results with the Superintendent at this time prior to completing their individual evaluations.
- The Board will call a Special Meeting prior to the February Board meeting to discuss their individual evaluation results and discuss the performance results as a team. The Board will, by consensus, agree on the final evaluation. This final evaluation document will be presented and discussed with the Superintendent, along with any recommendations for next year's personal goals and contractual modifications, in executive/closed session prior to the February Board meeting.
- Prior to the March Board meeting, the Board and Superintendent will discuss and finalize district and personal goals for the next school year.
- Any action resulting from the evaluation will be at the sole discretion of the Board and agreed to by a majority of the members, in a manner consistent with the Texas Open Meetings Act.
- The Board will ensure that the evaluation process and document(s) will follow all local, state and federal regulations or guidelines.

Related Policies: BBD(EXHIBIT), BF(LOCAL), BJA(LEGAL), BJA(LOCAL), BJCD(LEGAL), BJCD(LOCAL), BJCD(EXHIBIT)
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The Superintendent's Contract Evaluation

- Superintendent's contract evaluation is usually completed by the end of June to coincide with the regular budgeting process.
- Board counsel, rather than staff, sends the contract to the Board President who sends it out to the board.
- The Board will determine if any contractual additions, changes, or deletions should occur.
- After the performance evaluation process, but prior to July 1, Board discussion regarding Superintendent's compensation and benefits will occur. This timing is reflective of the annual budgeting process that occurs in the spring.
- The Board President will work with the Board's legal representation to make any modifications to the Superintendent's contract by July 1.
- The Board President will submit a copy to all Board Members for review prior to final approval.

Lewisville ISD Board Operating Procedures

Related Policies: BJCE(LEGAL), BJCF(LEGAL), BJCF(LOCAL), BJCF(EXHIBIT), BJCG(LEGAL)

Board Members' Concerns about the Superintendent's Professional Performance

Express concern about performance

- A Board Member who has a concern about the professional performance of the Superintendent will discuss such concern with the Board President who will determine the most appropriate manner to bring the concern to the Superintendent's and the Board's attention.
- Concern about the Superintendent's professional performance may include the following:
 - A breach of any term of the Superintendent's contract.
 - Violation of a state or federal statute.
 - Violation of a Board Policy or Operating Procedure.
 - Failure within a reasonable amount of time to address a specific issue identified by a majority of the Board.

Define process to resolve concern

The following process may be used:

- The concerned Board Member will meet privately with the Superintendent to discuss his/her concerns in order to resolve the issue(s).
- If the concerned member, in addition to one (1) other Board Member does not feel that the resolution is satisfactory, then the two (2) members may request, through the Board President, that an item be placed on a regularly scheduled agenda as an executive/closed session item, posted in accordance with the Texas Open Meetings Act. The concerned member must inform the Board President of the specific nature of any concern(s) which prompted the request for an executive/closed session. In addition, the Board President may, of his/her own accord, place an item on a regularly scheduled agenda as an executive/closed session to discuss concerns about the professional performance of the Superintendent.

Resolve concern

- If an executive/closed session is called, the Board must listen to the concern(s) and make a determination if the issue raised is cause for concern. Failure to make such a determination will end the executive/closed session.
- If the majority of the Board determines that there is a violation or breach of one of the aforementioned items, the following process will be followed:
 - The exact nature of the deficiency will be documented and discussed with the Superintendent.

Lewisville ISD Board Operating Procedures

- A plan for remediation will be written, to include action(s) to be taken and timelines.
- The Board President will monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation.
- It will be the responsibility of the Board President to ensure that all documentation relating to performance deficiencies will be appropriately placed in the Superintendent's personnel file.

Related Policies: BJA(LEGAL), BJA(LOCAL), BJCE(LEGAL), BJCF(LEGAL), BJCF(LOCAL), BJCF(EXHIBIT), BJCG(LEGAL), DH(LEGAL), DH(LOCAL), DH(EXHIBIT)
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Hiring of Superintendent

- Select executive search firm - The Board may use a professional executive search firm to conduct the Superintendent search process, and it will use a Request for Proposal (RFP) to select the executive search firm.
- Develop Superintendent criteria
 - The Superintendent selection process used will become fully defined once the search firm selection is made.
 - The Board expects that parents, teachers, community members, administrators, students, business leaders, and Board Members will have an opportunity to provide input into the criteria development process.
 - The selected search firm will utilize a process to develop a set of criteria to be used to identify the Superintendent candidates.
- Select and Interview candidates
 - The selected search firm will employ its process to screen applicants and present an initial slate of candidates to the Board.
 - The Board will review the slate of candidates and identify a subset of candidates for consideration.
 - The Board will interview candidates for consideration using, but not limited to, interview questions created by the Board.
- Select final candidate(s)
 - The Board will select a finalist(s) and provide public notice of the name of the finalist(s) being considered for Superintendent at least 21 days before the date of the meeting at which a final action or vote concerning the employment of the finalist will be taken.
 - All information received or reviewed by Board Members in connection with the hiring of a new Superintendent shall be confidential and shall not be disclosed to any non-board member, other than employees of the executive search firm or LISD designated staff.
 - All deliberations in executive/closed session shall be held confidential.

Related Policies: BJA(LEGAL), BJA(LOCAL), BJB(LEGAL), BJC(LEGAL)

PERSONNEL

Hiring of Personnel other than the Superintendent

- All school district employees report to the Superintendent. The Superintendent is the only employee of the Board.
- Board Members may not advise the Superintendent on specific hiring decisions unless such input is sought.
- Board Members should refrain from writing letters of recommendation for any person seeking employment in Lewisville ISD.
- The Board is not involved in the interviewing process of district employees.
- The Superintendent or the Superintendent's designee is responsible for making all hiring recommendations to the Board.
- The Board is required, by state law, only to approve or reject candidates brought forward by the Superintendent.
- Board Members may not lobby for specific hiring decisions.
- Board Members must abstain from any votes on personnel issues where a conflict of interest is clear, as defined in Board policy and/or statute.
- If a Board Member has written a recommendation letter for the recommended candidate, he/she must abstain from voting on the candidate's hiring.
- Nothing in this procedure will prevent or in any way limit the ability of Board Members to discuss concerns about specific existing employees or potential candidates with the Superintendent and the Board President.

Related Policies: DBE(LEGAL), DBE(EXHIBIT), DC(LOCAL), DC(LOCAL)

Board Members' Concerns about the Performance of Employees other than Superintendent

- When a Board Member becomes concerned about the performance of district employees and/or student welfare, he/she must bring his/her concerns directly to the Superintendent and inform the Board President. Such concerns must be limited to the following:
 - Actions which are illegal
 - Egregious violations of Board policy.

Lewisville ISD Board Operating Procedures

- Actions which are harmful to the district's or the Board's reputation.
- Board Members must remain cognizant that district personnel and student welfare are the responsibility of the Superintendent, not the Board.
- The Superintendent is obligated to listen to such concerns, review the matter, and notify the Board Member of the resolution of the matter to the extent allowable by policy and law.

Related Policies: DBD(LOCAL), DH(LEGAL), DH(LOCAL), DH(EXHIBIT), DHE(LEGAL), DHE(LOCAL), DIA(LOCAL), FFG(LEGAL), FFH(LEGAL), FFH(LOCAL)

PLANNING

Establishment of District Vision and Goals

- The district's four cornerstones will form the basis of the district's annual goals and initiatives.
- The Superintendent or his/her designee(s) will be responsible for the creation of annual district initiatives designed to fulfill the district's four cornerstones. The Superintendent will identify which goals the annual initiatives will fulfill. These goals will be included in the Superintendent's annual evaluation.
- The district's four cornerstones will serve as the foundation for the district's facilities plan and the technology plan.
- In February of each year, the Board will conduct a Work Session with the Superintendent to establish Superintendent goals for the next year.
- These goals will be voted on during the March Board Meeting.
- The four cornerstones will serve as a guide for the administration in preparing the district's budget, as well as any other district, department, or campus improvement plans.
- All staff will be informed about the four cornerstones as well as understand and implement the annual initiatives in their position.
- The Board may, at its discretion, review the goals at any time. At a minimum, the Board will direct the Superintendent to develop a process to review and if needed update the strategic plan every five years.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL), BQ(LOCAL)

Approval of the District Performance Objectives Included in the District's Improvement Plan

- The Board Meeting agenda for the September Board Meeting will include an action item for the Board to vote to approve/disapprove the proposed district initiatives as included in the District Improvement Plans (DIP). The DIP will include targets that promote the district's vision established by the Board.
- Targeted Improvement Plan (TIP) for an improvement required campus is required by the state to be approved by the Board and submitted to TEA. TIP must address performances areas that originally contributed to the IR rating.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL) BQ(LOCAL), BQA(LEGAL), BQA(LOCAL), BQB(LEGAL), BQB(LOCAL)

Board's Review of Instructional Programs and District Initiatives

- It is the desire of the Board to have ongoing dialogue about instructional programs.
- The Board and Superintendent will create a list of programs whose reviews will occur over a multi-year revolving calendar. The program review schedule will be included in the Board's Annual Calendar by August 1st.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL) BQ(LOCAL), BQA(LEGAL), BQA(LOCAL), BQB(LEGAL), BQB(LOCAL)

Development and Adoption of District Budget (full cycle)

- The Superintendent or designee will draft a detailed budget process calendar to be submitted to the Board in November of each year. The budget process calendar will include:
 - Any action items the Superintendent would like included prior to the budget adoption.
 - A Work Session, scheduled early in the budget process calendar with concurrence by the Board, to adopt the Board's budget priorities and parameters.
 - Approximate dates by which the Board will receive information such as staffing (for all areas) and enrollment projections, revenue and expenditure projections and other data as required by the Board.
 - Timelines by which campuses, departments, and other budget project teams will work.
 - Timing and methodology for community input on the proposed budget.
 - Timing for final Board review of the proposed budget prior to adoption.
 - Timing for completion of legal requirements such as official notices and public hearings.

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- All materials or data, including draft budgets, will be delivered to the Board at least 4 days prior to consideration of the materials.
- The Superintendent or designee will present a final draft budget, prepared in accordance with the approved budget calendar process, for adoption by the Board at the Board Meeting in August of each year.
- All actions taken in connection with the budget process and adoption will be done in accordance with the Texas Open Meetings Act.

Related Policies: BAA(LEGAL), CE(LEGAL), CE(LOCAL), CEA(LEGAL)
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POLICY

Protocol for the Review and Amendment of District Policies

- Board Members have access to digital policy manuals. Each Board Member is responsible for becoming familiar with these resources and accessing them accordingly.
- A review of policies will be a continuous event, coordinated by the Superintendent's designee and policy specialist assigned. The Board President may choose to designate a committee consisting of 2-3 Board Members to provide feedback and support of this process.
- The Superintendent or designee also will be responsible for ongoing review of policies to ensure that existing policies are still relevant to current local circumstances. The Superintendent will ensure that all district staff has adequate knowledge of the Board policies.
- LOCAL policy amendments may be initiated by the Superintendent, Board Members, school personnel, or community citizens.
- If the Superintendent receives a request from a member of the public or any Board Member to revise an existing policy, the Superintendent will forward that request to the entire Board.
- Requests for policy changes are reviewed by the Leadership Team. The Superintendent's designee will draft the revision and submit for legal review prior to placing it on the Information portion of the agenda for consideration by the Board.
- All LOCAL policies recommendations and revisions will occur during scheduled Board Meetings and be brought to the Board Policy Committee for Information, then on to the full board for Discussion and Action items on the agenda.
- Adoption of such revised policies will occur as an action item on the agenda.
- After adoption, the Superintendent or designee will be responsible for incorporating revisions into the Board's Policy Manual.

Lewisville ISD Board Operating Procedures

- LOCAL policy revisions will be placed, at a minimum, for a first and second reading prior to adoption unless an emergency condition exists which demands an immediate response.
- LEGAL policy updates, which are provided by TASB in response to legislative or governmental actions, will be reviewed with a first and second reading at duly posted Board Meetings. No action is required as these policies are immediately binding.

Related Policies: BE(LOCAL), BF(LEGAL), BF(LOCAL), BP(LOCAL)

Development of District Policies

- New LOCAL policies may be developed by the Superintendent, Board Members, school personnel or community citizens. All new policies must be relevant and adhere to all local, state and federal laws and guidelines. Before policies are presented for adoption to the Board, the district's legal counsel reviews all content.
- Any newly proposed LOCAL policy will be submitted to the Superintendent.
- If the Superintendent receives a request from a member of the public or any Board Member proposing a new policy, the Superintendent will forward that request to the entire Board.
- Requests for policy changes are reviewed by the Leadership Team. The Superintendent's designee will draft the revision and submit for legal review prior to the first reading for consideration by the Board.
- Such new policy will be presented for a first reading at a Board Meeting. Any proposed amendments will be discussed/considered at the first (or any subsequent, as necessary) reading. Amendments may be considered at any time during the adoption process.
- Adoption of policies will occur as an action item on the agenda at a duly called monthly Board Meeting.
- For an amendment to be considered on a policy which is on the agenda of a Board Meeting, a majority of the Board must approve the reconsideration. If necessary, the policy may be pulled off the agenda and sent back to the Superintendent for inclusion in the next scheduled Board Meeting.
- Proposed LOCAL policies will be placed for a first and second reading prior to adoption unless an emergency condition exists which demands an immediate response.

Related Policies: BE(LOCAL), BF(LEGAL), BF(LOCAL), BP(LOCAL)

Traditions of the Board

- Former Board Members may, at their option, sit on the stage and hand the High School Diploma facsimile to a family relative. It will be the responsibility of the former Board Member to

Lewisville ISD Board Operating Procedures

let the Superintendent and current Board President know that he/she would like to participate in the graduation ceremony

➤ Exhibit A

Onboarding Process of New Members to Lewisville Board of Trustees New Board Member checklist



Angie Cox Board President (2017-18) 972.743.5735 (cell) coxa@lisd.net	Katherine Sells Board Secretary (2017-18) 214.282.5358 (cell) sellsk@lisd.net	Jamie Riggle Exec Asst to Superintendent 469-948.8022 (office) rigglej@lisd.net
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INITIAL WHEN COMPLETED	ITEM	INDIVIDUAL TO CONTACT	DEADLINE	DATE COMPLETED
	Getting Started - LISD ID Badge - Engraved Name Tag - Business Cards - LISD Logo Apparel - Email User ID and Password - Board Member Contact Information - Football Parking Pass and UIL Pass Info - Personal Profile for District Website - Lifetouch Photo (LISD Photo) - Graduation Ceremonies - Election to Not Disclose Form Technology and Devices - Would you prefer a laptop or iPad? - Will you need a district cell phone? - Acceptable Use Form Training Requirements - First Year Board Members - 17	Executive Assistant to Superintendent	Within 5 business days of election	

Lewisville ISD Board Operating Procedures

	hours/yr - Experienced Board Members – 8 hours/yr - Team of 8 Training (Completed by Oct 15th each school year)			
	What to Expect – First Board Meeting - Swearing In - Election of Officers; Officers Roles/Responsibilities - Appropriate Dress for Meetings and Events - Board Meeting Dinner - Closed Meeting Protocol - Board General Counsel	President, Board of Trustees	Prior to 1 st Meeting	
	How to Review Agenda through Boardbook	Secretary, Board of Trustees	Prior to 1 st Meeting	
	Review Calendar for Major Events and Dates - Board Activity Calendar (see “Important Dates” Section in New Board Member Orientation binder) Training Opportunities - Board Retreat / Team of 8 Training, - Jun 13 - TASB Summer Leadership Institute (SLI) - Jun 28-30 (Ft Worth) - THRIVE Leadership Conference - Jul 16-18 (FMHS) - Center for Reform of School Systems (CRSS) – Texas Institute for School Boards - July 20-23 (Santa Fe, NM) - TASA/TASB Convention - Sep 28-30 (Austin)			
	Canvass Election and Oath of Office	President, Board of Trustees	May 14, 2018	
	New Board Member Literature – TASB Getting Started as a New School Board Member A New Board Member’s Guide to Superintendent Evaluation	Executive Assistant to Superintendent		

Lewisville ISD Board Operating Procedures

	Review of Operating Procedures	President, Board of Trustees		
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Lewisville ISD Board Operating Procedures

	Meeting with Superintendent • Board Member Responsibilities • Superintendent Responsibilities • Team of 8 • Four Cornerstones • I Statements • Open Door Policy • Bi-Monthly One-on-Ones • Communication/Friday Update • Process for Hiring a Superintendent • Evaluation of the Superintendent • Superintendent Contract • Organization Chart • Workshop, Work Session, Regular, Called Meetings • Open and Closed Meetings • Legal, Local, Regulations – Board Policy • Constituent Concerns/Complaints ○ FNG (Local Policy) ○ DGBA (Local Policy) • Dealing with the Media • Procedures for Campus Visitation • Board Member Representation at Community, Chamber, LISD and Campus Activities Ethics Policy • Gifts, lunches, dinners	Superintendent and President, Board of Trustees	Before the end of the school year	
	Review of Texas Association of School Boards (TASB) • Membership benefits, uses, website • North Texas Area Association of School Boards (NTAASB)	President, Board of Trustees	Before the end of the school year	
	Handout: Statewide Standards of the Duties of a Board Member	President, Board of Trustees	Before the end of the school year	
	Board Member Travel • Hotel/Transportation • Allowable expenses/Reporting	Executive Assistant to the Superintendent	Before the end of the school year	

Lewisville ISD Board Operating Procedures

	Overview of Departments	Arranged by Executive Assistant to the Superintendent		
	Curriculum – Deputy Superintendent, Learning and Teaching			
	Schools – Chief Schools Officer			
	Employee Services – Assistant Superintendent of Employee Services			
	Finance – Chief Financial Officer			
	General Counsel			
	Communications – Chief Communications Officer			
	Technology – Chief Technology Officer			

The onboarding processes have been completed.

Signature, Board of Trustee Member

Date

Signature, Board President

Date

Related Policies: