Goose Creek Consolidated Independent School District

HERE, WE GROW GIANTS

GOOSE CREEK CISD DEVELOPING THE WHOLE CHILD

Board Member Operating Procedures

Table of Contents

Board Member Communication

Communications (General Conduct)

Board members are the leaders of the Goose Creek CISD and must always strive to serve the best interests of the District in their actions and communications. Board members shall take no action that would impugn the reputation of the District, its employees, or other trustees in any manner. No Board Member has authority outside of a board meeting. When communicating, orally or in writing, or otherwise representing the District, Board members are expected to:

A. Interact in a positive and professional manner and serve as ambassadors for the District.
B. Promote understanding of the District's vision, beliefs, and goals.
C. Support Board decision(s), reflecting respect for all Board actions.
D. Avoid criticism of fellow Trustees, District personnel, students, and community members.
E. Avoid disclosing any confidential information about District operations, employees, or students.
F. Disclose only accurate information and refer questions that he or she is unable to accurately answer to the Superintendent for further response.
G. Clarify the Board member's authority, limitations, responsibilities, and obligations when speaking or acting as a member of the Board.
H. Copy the Board President on all substantive written communications (e.g., email) to the Superintendent and/or staff regarding District business.

Communicating with Board Members Between Meetings

A. Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, or socializing, provided such communications do not conflict with or circumvent the requirements of the Texas Open Meetings Act.
B. These communications should be open, honest, and focused on clarifying questions and sharing opinions and the experience/knowledge of the team members.
C. Communications may not be used to lobby for votes or to conduct "straw polls canvass votes" or otherwise circumvent the Texas Open Meetings Act.
D. The Superintendent or designee will communicate with Board members regularly and on an as-needed basis to inform Board members of all pertinent District information, including progress reports and follow-up reports.
E. Information relating to issues of substance needs to be promptly sent to all Board members by the Superintendent or designee.
F. The Superintendent will promptly communicate information requested by a Board Member to all Board members.
G. Written communications dealing with the business of the District constitute public information under the Texas Public Information Act and may be subject to disclosure upon request.

Board Member Communication With The Media

A. The Board President or designee will serve as the Board's spokesperson to the media on issues regarding board actions.
B. The Superintendent or a specified designee shall be the official District spokesperson to the media on issues of District operations or activities.
C. Any Board member who receives a call from the media requesting information, comments, or an interview shall direct the media representative to the Superintendent (for District business) and to the Board President (for Board-specific issues).
D. A Board member who chooses to speak to a media representative should clarify at the beginning of the interview that he or she is speaking only as an individual and not as an authorized representative of the Board of Trustees.
E. If the Board has acted, the Board member must ensure their comments indicate such official action. If the Board has not acted, the Board member must clarify that any comments made are not the action/opinion of the Board.

Board members must be mindful that expressing individual opinion is not necessarily the Board's opinion.

Board Member Communication with the Community and Handling Complaints

Board members are encouraged to participate in community activities as liaisons between the public and the District. When doing so, Board members are expected to:

A. Communicate positively, listen responsibly, and advocate for the District.
B. Clarify a Trustee's limitations, obligations, and responsibilities as a member of the Board.
C. Listen briefly and respectfully to complaints; remain impartial. Never be insensitive or refuse to listen to a complainant.
D. Make no commitment on behalf of the Board or District regarding solving a complaint.
E. Refer complaints to the District's chain of command by asking if the complainant has talked to the party involved or followed the chain of command.
F. Board members will inform the Superintendent if the issue has any potential to escalate (The Superintendent will keep all Board members informed).
G. The Superintendent will inform the Board member of the resolution of any referred issue.

Conflict Resolution (Member-To-Member)

A. It is expected that Board members will attempt to informally work out any personal or professional conflicts with each other such that the members continue to work in a collaborative and effective manner.
B. If conflicts arise between Board members related to Board business that cannot be resolved through personal communications between the members, the Board President will attempt to informally mediate the conflict and achieve resolution.

Related Policies: DGBA (LEGAL) (LOCAL); FNG (LEGAL) (LOCAL); GF (LOCAL)

Board Communication with the Community During Public Forum

Definition of Public Forum: Any time public opinion is solicited regarding a specific topic in a separate meeting.

A. The Board and Superintendent will meet to define the specific objectives that will be communicated during the forum set or called by the Board.
B. The Superintendent will act as the group spokesman.
C. The Superintendent, upon consultation with the Board, will issue an invitation to the key individuals from the District that should be in attendance.
D. The public forum and its planned presentation will be followed by a question and answer session; however, it will not be used solely to gather information.
E. All Board members and key individuals will make every effort to be in attendance.
F. It is acceptable not to have all of the answers to the community's questions, but answers will be provided as soon as possible.
G. The session will be recorded by the Board's recording secretary.
H. Following the public forum, the Board and Superintendent will assess the issues addressed in the public forum and develop appropriate responses to unanswered questions.
I. Those responses to unanswered questions in a public forum will be addressed in writing and posted.

Related Policies: BED (LEGAL) (LOCAL)

Board Response to Citizens Addressing the Board

A. Board members will listen attentively to comments.
B. Board members will not respond to or enter into discussion with the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda. Items not on the agenda are not allowed in discussion.
C. The Board President may respond to speakers by providing clarifying factual information that does not involve Board discussion or by directing the citizen to the Superintendent or designee for assistance.
D. The Board President may direct the Superintendent to have items further investigated and reported back to the Board at a later time.

Voting Expectations

A. The Board shall observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or bylaw. Procedural rules may be suspended at any Board meeting by a majority vote of the Members present.

B. The Board President will request a motion, a second, and any discussion on agenda action items. After all discussion, a vote will be requested by the President.
C. Discussion of Motions
    1. All discussions shall be directed solely to the business currently under deliberation.
    2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
D. The Board President will vote on all action items.
E. Majority vote carries. When tie votes occur, the agenda item will return on the next agenda as an action item.
F. All Board members are expected to present and conduct themselves in a dignified and professional manner.
G. Board members and administrative staff should not use wireless devices to communicate with one another, third parties, other District staff, or the public via electronic means during a public meeting except during emergencies.

Board Member Request for Additional Information

A. All information requested by individual Board members will be provided to all other Board members.
B. For short answers to specific questions or the need for some previous communication clarified, Board members should contact the Superintendent or designee to get an answer.
C. Additional information that is readily available within the District:
    1. Board members will notify the Superintendent of their specific request(s).
    2. An appropriate time frame for preparation and presentation of the information will be established by the Superintendent.
    3. If the requested information is deemed not to be readily available or a satisfactory timeline cannot be established, either the Board member or the Superintendent can place the issue on the next Board meeting agenda to determine the Board's desires for the information.
D. Additional information that does not currently exist and requires additional research:
E. These requests must be placed before the Board at its next scheduled meeting to determine the Board's desires in directing the Superintendent to develop the requested information.
F. If the Board determines that the request is to be honored, it will determine an appropriate timeline for presentation of the information at the same meeting that it directs the development of the requested information.

Related Policies: BBE (LOCAL); BJA (LEGAL)

Board Member Contact with District Locations

Board members:
A. Are encouraged to visit any District location(s),
B. Must inform the Superintendent prior to any visit of any District location(s) when acting in

capacity of a Board Member,

C. Must check in at the site administrator's office following District Guidelines and Policies.
D. May communicate with any staff member or student during conference periods, lunch, recess, and before or after school without interrupting scheduled learning periods or interfering with the learning process.
E. When visiting a District site, a Board member will not assume a supervisory role with staff or students except when safety or liability is an issue.
F. When in discussion with staff, Board members will be courteous, respectful, and professional.

Related Policies: BBE (LEGAL) (LOCAL); GKA (LEGAL) (LOCAL)

Board Meeting Agenda

A. Board draft agendas are created by the Superintendent and discussed/approved with the Board President at least one week prior to the scheduled meeting.
B. Board Agenda Review will be held one week prior to the Board meeting. The Superintendent will meet with the Board President and Board Vice President, or another Board Officer, to review the board agenda. Executive Council members will attend and provide a brief overview of their agenda items.
C. Board members wishing to include an item on the agenda should submit it to the Board President at least 10 business days prior to a regular scheduled meeting. Any related backup material that the Member already possesses and/or requests for specific information to be included in the board packet should also be submitted at that time.
D. Each agenda will include an item to discuss future agenda items.
E. Before the official agenda is finalized for any meeting, the Superintendent will consult with the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President will ensure that any topics the Board or individual Members have requested to be addressed are either on that agenda or scheduled for deliberation at another appropriate time in the near future. The Superintendent will not have authority to postpone or remove from the agenda a subject requested by a Member without that Member's and the President's specific authorization.
F. An agenda item acted on by the Board will not be returned more than twice in a board year (May-April) either by the Board or the Administration. Reason(s) must be submitted for returning the item.
G. In the event that Board members request additional information or clarification prior to a meeting, the response should be shared with the full Board either ahead of time or during the course of the meeting.

Consent Agenda

A. A consent agenda will include items of a routine or recurring nature grouped together under one action item.

B. For each item listed as part of a consent agenda, the Board will be furnished with background material.
C. All such items will be acted upon by one vote without separate discussion unless a Board Member or the Superintendent requests that an item be withdrawn for individual consideration. The remaining items will be adopted by one vote.
D. Examples may include, but are not limited to:
    1. Updates of Board Policy
    2. Routine items
    3. Annual renewals of Region 4 and TEA items
    4. Minutes of regular and called Board meetings
    5. Routine personnel items or Section for approval
    6. Section for information only
    7. Routine bid considerations

<u>Personnel Appointments</u>

The Board considers personnel recommendations submitted by the Superintendent in accordance with District policy and applicable law.

A. Board members shall:
    1. Review supporting information provided in advance of Board meetings;
    2. Direct questions regarding personnel recommendations to the Superintendent before the meeting whenever practical; and
    3. Recognize that personnel recommendations presented for Board consideration represent the Superintendent's professional recommendation unless otherwise noted.
B. Board action regarding personnel recommendations shall occur only during properly posted meetings.

Board Member Preparation for and Participation in Meetings

Administration will ensure that all (necessary) information is supplied to each member to allow for informed decisions. Agenda packets will be emailed at least three days before Board meetings. (This may change if agenda items are placed on the agenda later).

A. All Board members will be prepared to address the agenda.
    1. Board members will read agenda packet materials before each Board meeting.
    2. Board members should ask agenda-related questions of the superintendent at least twenty-four hours before the scheduled Board meeting.
B. During the Board meeting(s)
    1. The Board President will have full authority to follow and enforce all Robert’s Rules of Order.
    2. The Board President will control the flow of discussion.

3. The President may limit time of debate by individual members in order to allow each member an opportunity to speak.
4. Board members and administrative staff should not use wireless devices to communicate with one another, third parties, other District staff, or the audience during Board meetings except as necessary for District business.

Related Policies: BE (LEGAL) (LOCAL); BBF (LOCAL); BED (LEGAL) (LOCAL)

Closed (Executive) Session Expectations

A. Closed Sessions shall include only items allowed by law and policy.
B. All personnel issues will be conducted in Closed Session unless otherwise required by law.
C. All other issues that violate the right to privacy or specific legal issues will be conducted in Closed Session unless otherwise required by the Texas Open Meetings Act.
D. No vote may be taken in Closed Session.
E. All information provided and opinions shared within Closed Session shall remain confidential unless otherwise agreed upon by the Board.
F. Board members and administrative staff should not use wireless devices to communicate with one another, third parties, other District staff, or the audience during Closed Session except as necessary for District business.

Hearing Level III Employee Grievances or Complaints

A. Board members will review Policy DGBA (LEGAL) and (LOCAL) before hearing a formal grievance by a school employee. This policy has specific timelines, procedures, and forms that need to be used in the grievance process.
B. This procedure and Policy DGBA do not apply to the termination or nonrenewal of a contract employee. The board should consult the Policy DF Series and the district's lawyer for these situations.
C. The proper forum for hearing a Level III grievance is as an agenda item at a properly posted meeting.
    1. The Board President will guide the process of the grievance presentation, ensure that the presentation is confined to the issues brought up at lower levels, and not permit new or expanded grievances to enter the proceeding.
    2. Board members who have personal knowledge of the situation or relationships with an employe involved in the complaint should purposefully evaluate their situation and decide whether to excuse themselves to avoid violating district policies regarding nepotism BBFA (LEGAL) or ethical behavior BBF (LOCAL).
    3. The Board President will require that all parties provide copies of their written materials to Board members prior to the start of any presentation in order for the board to review the documentation.
    4. The board will listen to the presentation of the grievance, the administration's response to

the presentation, and any rebuttal to the administration's response.
5. Following the rebuttal, the presiding officer will allow Board members to ask questions of any party to clarify facts presented at the meeting.
6. During the proceedings, the board will act professionally and in a business-like manner.

D. Following the process in Step 3, the board should exercise one of the options listed in Policy DGBA (LOCAL).
    1. Deny the grievance—uphold the lower-level decision. This option implies that the board has heard and considered the grievance but considers it unfounded and takes formal action to indicate its choice to deny.
    2. Grant the grievance—reverse the lower-level decision.
    3. Grant in part and deny in part—modify specific parts of the lower-level decision.
    4. Take no action—uphold the lower-level decision. This option implies that the board has heard and considered the grievance but takes no other formal action on the issue.

E. The board may postpone its decision until the next scheduled meeting.

Related Policies: DGBA (LEGAL) (LOCAL); BE (LEGAL); BEC (LEGAL)

New Board Member Orientation

A. Local District orientation should take place as soon as practical but not more than 60 days after their election date.
B. Superintendent, appropriate District personnel, and at least two incumbent members will present the orientation.
C. The orientation will be conducted in accordance with the Texas Open Meetings Act.
D. Orientation will include, but is not limited to:
    1. Current Board operating procedures
    2. Expectations concerning executive session
    3. Confidentiality [required] of Board members
    4. Responsibility of spouses' confidentiality
    5. Budget Development Process
    6. District organization
    7. Duties and responsibilities
    8. Required training including dates of training events and convention
    9. Calendar of Board events
    10. Overview of District statistics

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

Criteria and Process for Selecting Board Officers

A. The Board shall elect a President, Vice President, Secretary, and Assistant Secretary who shall be Members of the Board. Board Officers shall be elected by majority vote of the Members present and voting.

B. Board Officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.
C. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
D. A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
E. A vacancy in the Presidency shall be filled by the Vice President, and a new Vice President shall be elected.
F. Following the election of Board Officers, outgoing officers shall work with incoming officers and the Superintendent, as appropriate, to facilitate an orderly transition of responsibilities and continuity of Board operations.

Board Committee Selection Process

A. A Board committee is a committee composed only of current Board members. Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:
    1. Number of Board members on the committee;
    2. Process to appoint Board members to the committee;
    3. Term of committee membership; and
    4. Responsibilities of the committee.
B. A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.
C. Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.
D. A Board committee shall be dissolved upon Board action.

Annual School Board Activity Calendar

A. Annually, in the month immediately following board reorganization, the Board President will meet with the superintendent and establish a tentative board activity calendar.
B. The purpose of the board activity calendar is to identify in one document all important and/or required board tasks and schedule them at appropriate times during the year.
C. Tasks included on the activity calendar may include, but are not limited to, the following board activities and actions:
D. Activities and actions required by law or policy:
    1. Approval of the district and campus improvement plans
    2. Public meeting on district achievement (TAPR report) after receipt of results on the state assessment
    3. Superintendent evaluation (formative and summative)
    4. Approval of superintendent performance goals (board goals)

5. Renewal of administrative and teaching staff contracts
6. Budget workshop(s) and public hearing to adopt the budget
7. Public hearing on the tax rates and set the tax rates
8. Board and superintendent team building and assessment
9. Review of annual district audit
10. New board member orientation

E. Additional activities desired for effective governance and oversight
    1. Board or team building and self-assessment workshop
    2. District goal progress reports
    3. District planning session
    4. Annual district goals adoption

F. The Board President will present the annual board activity calendar to the board for review and approval prior to the first regularly scheduled Board meeting in August.

G. Dates and events entered on the annual board calendar may be modified during the year by a majority vote of the board.

Related Policies: BJCD (LEGAL) (LOCAL); CE (LEGAL) (LOCAL); BBD (LEGAL); CFA (LEGAL); CFC (LEGAL); BQ (LEGAL) (LOCAL); BQA (LEGAL) (LOCAL); BQB (LEGAL) (LOCAL); BR (LEGAL)

Board Team Development

A. The Board recognizes that effective governance depends upon collaborative relationships among Trustees and the Superintendent.

B. As part of the annual Board calendar, the Board may participate in governance workshops, team-building activities, or planning sessions designed to:
    1. Strengthen Board governance practices;
    2. Improve communication among Trustees;
    3. Clarify Board priorities and goals; and
    4. Support continuous improvement in Board effectiveness.

C. Participation in these activities does not replace required Board training established by law.

Superintendent Evaluation Operating Procedures

A. Superintendent’s Contract and/or Contract Amendments
    1. The Superintendent’s contract will be reviewed in August/September unless otherwise determined by the Board.
    2. The Superintendent’s term of contract and salary adjustments will be considered in the August/September review.
    3. During a formative or summative evaluation meeting, the Board may make modifications to the Superintendent’s contract, including, but not limited to, contract term extensions, salary increases, and changes in benefits. Modifications to the Superintendent’s contract require action of the Board in open session.
    4. The Board President shall notify all Trustees of items being considered for a contract

amendment prior to formal considerations.

5. All amended terms and conditions of the Superintendent's contract shall be reviewed by the Board's attorney to ensure clarity and understanding of the same.

B. Superintendent's Formative Evaluation
   1. The Board President may call a meeting of the Board to develop a recommended formative evaluation, which will be presented to the Board in closed session at least once annually prior to the August/September review.
   2. The formative evaluation process will consist of the full Board meeting in closed session to review current district progress toward goals and objectives set forth in the Superintendent Evaluation Instrument.
   3. The Board will then discuss with the Superintendent areas of accomplishment as well as areas in need of additional focus.
      a) The Board will develop a consensus document summarizing results of the formative evaluation.
      b) The document will be signed by all Board members present, and it will be provided to the Superintendent in the fall and/or spring semesters of the school year.
      c) The first formative evaluation that occurs following the annual Board election should include discussion that fosters an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
      d) All discussions will be held in a manner not to violate the Texas Open Meetings Act.
      e) The Board may discuss the Superintendent's contract at any formative evaluation.

C. Superintendent's Summative Review
   1. The Board President will call a meeting of Board members to develop a summative evaluation instrument, which will be presented to the Board in closed session at least once annually prior to the August/September review.
   2. A summative evaluation will be conducted in closed session annually in August/September and will include a discussion of the Superintendent's contract. The Board will use the approved evaluation instrument for the summative evaluation.
   3. The review will be conducted in Closed (Executive) Session.
   4. The review will be conducted on an annual basis.
   5. The following process will be used to conduct the summative evaluation.
      a) The President will schedule a meeting to be held in August/September to conduct the summative evaluation of the Superintendent.
      b) The President will call a special meeting with no other items on the agenda for the summative evaluation meeting.
      c) The President will distribute blank evaluation instruments to each member at least two weeks in advance of the scheduled summative evaluation meeting, along with instructions for completing the instrument.
      d) The Superintendent will prepare a report and present it to the President for distribution to Board members with the blank evaluation instruments. The report will include:

I. Summary results on Superintendent performance goals established following the previous year's summative evaluation;
II. Summary of progress on current year's District goals;
III. Report on student performance as required by the state; and
IV. Any additional district or professional highlights the Superintendent believes will demonstrate effective performance for the past year

6. Board members will fill out their evaluation instruments in advance and submit the completed forms as instructed by the President so that a cumulative report can be prepared for discussion prior to the summative evaluation meeting.
7. Board members will meet in a properly posted and convened closed meeting, without the Superintendent present, to discuss their individual ratings and determine a consensus rating for each indicator. The President will record the Board's consensus ratings on a blank copy of the instrument.
8. From a review of the Board's composite ratings, the Board will identify:
   a) Agreed upon areas of strength
   b) Agreed upon areas for improvement
   c) Specific improvements the Board would like to see in the areas that need improvement
9. For areas in which there is no clear agreement about a rating, the Board will discuss reasons for their varying ratings and try to reach consensus about what, if anything, the Board would like to see differently regarding that indicator in the coming year.
10. After reaching consensus about the Superintendent's performance ratings and desired improvements, the Board will discuss their agreements about areas of strength, areas needing improvement, and specific improvements they would like to see, with the Superintendent in a properly posted closed meeting.
11. The Board will allow the Superintendent to respond and ask questions about the Board's ratings.

D. Specific details of the Superintendent's evaluation are to be kept confidential and are not subject to the Texas Freedom of Information Act. However, as part of the posted evaluation agenda item, the Board may issue a public statement regarding the overall level of satisfaction of the Board regarding the Superintendent's performance.

E. The Board shall strive to accomplish the following during each summative evaluation:
1. Clarify to the Superintendent his or her role, as seen by the Board;
2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives;
3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities;
4. Develop and sustain a harmonious working relationship between the Board and the Superintendent; and
5. Identify accomplishments and areas in need of improvement for the Superintendent and District.

Board Review and Evaluation

The Board shall perform a self-review or evaluation annually during the spring semester of the school year in Closed (Executive) Session.

The Board members' Operating Procedures and Board Member Code of Ethics shall be included in the review or evaluation.

Annual Review of the Operating Procedures

The Board Operating Procedures shall be reviewed, updated, and shared with all Board members on an annual basis after each Board election.

Violation of the Board Operating Procedures

Any violation or infractions of the Board Operating Procedures will result in the following:

A. The Board President shall discuss the concern with the individual Board Member.

Acknowledgement

I hereby acknowledge that it is my responsibility as a Board Member to review the Goose Creek CISD Board Operating Procedures and agree to abide by the standards, policies, and procedures contained therein.

James 'Jim' Campisi, President	**Date**

Richard Clem, Vice President	**Date**

Tiffany Guy, Secretary	**Date**

Howard Sampson, Board Member	**Date**

Mercedes Renteria III, Board Member	**Date**

Helen Berrott-Tims, Board Member	**Date**

Jessie Martinez, Board Member	**Date**