



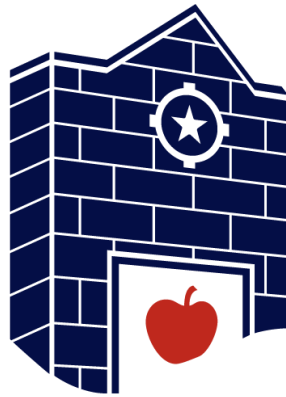
Board of Trustees
Agenda of Special Meeting
Wednesday, January 18, 2023, 6:00 PM
WISD Administration Building, 951 FM 2325,
Wimberley, TX 78676

Vision Statement - Excellence, Innovation, Service

Mission Statement - Wimberley I.S.D. is dedicated to excellence in education, empowering the next generation of Texans to have a positive impact locally and globally.

1. Call the meeting to order and determine a quorum - Presiding Officer
2. PUBLIC FORUM - Presiding Officer Before we begin, I will remind the audience of the Board of Trustees' Public Comment rules:
 - Persons who wish to present public comments must sign in prior to meeting start on the day of the meeting and list his/her name; name of the group that he/she represents; and agenda item.
 - Each speaker's submitted comments will be allowed three minutes for presentation to the Board, with six minutes granted to a person with a translator. A group of five persons or more shall appoint one speaker who will be allowed 3 minutes for public comments.
 - The same rules will be observed for public comments on non-agenda items with the following exceptions, 1) public comments on non-agenda items will only be scheduled for regular meetings of the Board and 2) the total time that will be allowed on non-agenda public comments will be 30 minutes.
 - Please keep your comments or criticisms civil and courteous.
 - Please also avoid using profanity and refrain from making personal attacks on others.
 - Except for the speaker's student, no other student's name or identity should be discussed.
 - If you have a concern that you would like heard and resolved, please present your concern through the District's grievance policies. Grievance forms can be obtained at the Central Administration Office or on the District's website.
 - Trustees are not permitted by law to respond or discuss public comments. However, the Board President may direct a speaker to the appropriate administrator for further discussion.
3. The Board and Superintendent will conduct a Team of 8 Board Workshop to Review Board Operating Procedures Discussion may include Local Board policies related to and possible revisions of the current Operating Procedures.

4. Closed Session - Presiding Officer The Board may adjourn into closed session pursuant to Texas Government Code Section: 551.071 *et seq.* The Board may then re-enter into Open Session for further discussion and necessary action.
 - A. Deliberation Regarding Security Devices or Security Audits. *Texas Gov't Code §551.076 and §551.089*
 - B. Personnel Matters. *Texas Gov't Code §551.074*
 - 1) New hires/terminations/employee discipline
 - 2) Superintendent's Evaluation
 - C. Deliberation Regarding Real Property. *Texas Gov't Code §551.072*
 - D. Consultation with Attorney. *Texas Gov't Code §551.071*
5. The Board will reconvene and take possible action on items discussed in executive session - Presiding Officer
6. Adjourn - Presiding Officer



Wimberley ISD

Strength. Innovation. Excellence.

Wimberley Independent School District

Board of Trustees

Operating Procedures

(Updated 01/02/2020)

Wimberley Independent School District
Board Notebook
2020

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Section 1 - CORE BELIEF STATEMENTS

Definition: Core beliefs are the set of beliefs and or values that drive every decision that we make. They may or may not be written down but they are always present. They are most effective when they are written down, agreed on, and followed.

The Core Beliefs of Wimberley ISD are:

1. We believe the needs of children must be placed above the wants of adults.
2. Every child who graduates Wimberley ISD should be fully certified (via diploma, trade certificate, or other district certification) to pursue his/her next career choice whether it be college, the military, the work force, parenthood, etc.
3. Diversity strengthens our community and enriches our schools.
4. Wimberley ISD is fully successful only if all of its student's graduate and are prepared for success in the next phase of their careers and/or lives.
5. In an appropriate setting and with the proper instruction, every child can learn.
6. People learn at different rates, have different capacities and each student's educational path deserves to be valued equally.
7. Every child deserves an educational environment that is free from disruption, bullying, and intimidation and is focused on learning.
8. Every child is entitled to a teacher that is the best we can hire for that position and who is chosen solely on merit.
9. Every Wimberley ISD graduate should be fully prepared to assume a productive role in his/her community.
10. Successful schools are the responsibility of the entire community.
11. The district belongs to the people. It is their kids, their school, and their money. Therefore, we will be open and transparent in our dealings with the public.
12. We believe that students need the balance of life that is provided by extra-curricular activities and that every child should participate in extra-curricular activity each year.
13. The rules and polices we adopt must ultimately benefit students over adults.

Section 2 - BOARD CODE OF CONDUCT

I realize that to be the most effective advocate for children we, as a board, must function as a team. To this end I pledge to do my best to adhere to the principles listed below. Should I, for whatever reason, fail to follow these guidelines I ask my fellow board members to call it to my attention. When that happens I pledge to accept the feedback without anger or finger pointing, and to renew my efforts to follow this code of conduct.

1. I will always strive to put the needs of children above the wants of adults.
2. I will not make negative comments about another board member, either publicly or privately.
3. I will make a good faith effort to understand and accommodate the views of other board members.
4. What is said to me in confidence by a board member or the superintendent will remain in confidence.
5. I will not attempt to state or otherwise represent the position of another board member on any issue.
6. I will come to board meetings prepared.
7. I will not monopolize the conversation.
8. I will not embarrass another board member or school employee in public.
9. I reserve the right to disagree, but I will not be disagreeable. Nor will I harbor grudges from past issues or events.
10. I will treat every other board member the way I want him/her to treat me.
11. As a sitting board member, I will not publicly support candidates for school board elections.

Section 3 - BOARD OPERATING PROCEDURES

1. DEVELOPING BOARD MEETING AGENDA – [Board Policy BE](#)

A. Who can place items on agenda

- 1) Board members must request to Board President, seven days in advance, any item they wish to have considered for placement on the agenda.
- 2) The Superintendent, the Board President, or a Board member can place an item on the agenda.
- 3) In accordance with Texas open meeting laws, no item can be placed on the agenda less than 72 hours in advance of meeting, except in an emergency as per Texas Code.

B. Items that cannot be on the agenda

- 1) All personnel issues associated with an individual employee must be conducted in a Closed Session unless specifically required by Texas Open Meeting Law.
- 2) Anything that violates right to privacy, i.e. Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the agenda.

C. Use of Consent Agenda

A consent agenda will be used for items that do not normally require Board discussion. The Board President and Superintendent are encouraged to make liberal use of the consent agenda. A single Board member can remove an item from the consent agenda for Board discussion by request. The Superintendent will automatically place the following items on the consent agenda.

- Routine items
- Annual renewals of Region X and TEA items
- Budget amendments
- Under \$500 tax refunds
- Gifts, donations and bequests
- Financial information
- Minutes of regular and special Board meetings
- Minutes of joint meetings with City
- Updates of Board policy
- Routine personnel items
- Routine bid recommendations

2. MEMBER CONDUCT DURING BOARD MEETING - [Board Policy BE](#)

(Note: Any time four or more members are gathered and discuss Board business, it is considered a meeting)

- #### A. Parliamentary Procedure: The Board shall observe the parliamentary procedures in Robert's Rules of Order unless pre-empted by Board Policy or procedures, or by a majority vote of the Board at a meeting.

- B. Attorney Correspondence: The Superintendent or Board President are the only ones who have authority to contact the school lawyers by phone or email without prior permission.
- C. Discussion of motions
 - 1) All discussion 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.
 - 3) The Board President will recognize a Board member prior to the member giving his/her comments.
- D. Voting
 - 1) All members, including the Board President will either vote or abstain on all action items. Board members are expected to vote unless there exists a specific conflict of interest associated with agenda item under consideration.
- E. Patrons addressing the Board

A Board meeting is not a “public meeting” in the true sense of the audience having a right to participate in discussion of items before the Board. A school board meeting is a meeting held in public. Whether the audience is allowed to participate and, if so, the rules of participation are all controlled by the local Board.

Public Forum (Citizen’s Comment) Guidelines:

- State law prohibits Board members from responding to speakers in public forum unless the topic regards a matter specifically posted on tonight’s agenda. The Board will carefully consider any concerns expressed and an administrator will investigate the matter. At your request, the administrator will contact you regarding your concern.
- Speakers will limit their comments to 3 minutes. The Secretary of the Board will be responsible for keeping the time.
- If delegations of more than five people plan to speak on the same topic, they should appoint one representative to speak in their behalf or be limited to five speakers.
- Any discussion concerning specific personnel is prohibited in open session. If you wish to address the Board regarding a personnel matter, please contact the Superintendent’s office to schedule the matter for a future closed session meeting.
- The Board may host public forums. During forums, the Board is assembled to gather citizen’s input and enter into two-way dialogue to answer questions.

3. REPORTS – [Board Policy BBE](#)

- A. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT
 - 1) Any Board Member may request a report. If the Superintendent determines that the development of the report shall take over six hours of staff time, then the request must be sent to the Board as a whole. All requests for reports shall be distributed to all Board Members.
 - 2) Board Members shall not attempt to solicit information from staff members other than the Superintendent or his/her secretary. However, if a Board member has specific questions related to district financials, those questions may be addressed

directly to the District CFO. If the Superintendent becomes aware that this procedure is not being followed, he/she must report it to the Board President who shall present the information to the Board.

4. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER – Board Policy BBE

- A. When a Board member receives a request from a citizen the Board member should refer the person to the Superintendent or the Board President.
- B. When a Board member receives a complaint from a citizen the Board member should:
 - 1) Listen politely if appropriate and encourage the individual to attempt to work with the individual at the source of the concern (teacher, principal, etc.)
 - 2) May review the chain of command with citizen.
 - 3) Remind the citizen of due process and that the Board member cannot investigate and must remain impartial in case situation goes before the Board.
 - 4) Refer citizen to appropriate person/chain of command. (The citizen **MUST GO THROUGH CHAIN OF COMMAND** before any other action can be taken.)
- C. The Board member should inform the Superintendent as soon as possible after receiving the request or complaint.
- D. The Superintendent or his/her designee will respond, if appropriate, to citizen in a timely fashion.

5. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER - Board Policy BBE

- A. When a Board member receives a complaint from an employee the Board member should:
 - 1) Listen politely if appropriate and encourage the individual to attempt to work with the individual at the source of the concern (teacher, principal, etc.)
 - 2) Remind the employee of due process and that the Board member cannot investigate and must remain impartial in case situation goes before the Board.
 - 3) Refer employee to appropriate person/chain of command. (The employee **MUST GO THROUGH THE CHAIN OF COMMAND** before any other action can be taken.)
 - 4) The Board member should inform the Superintendent as soon as possible after receiving the request or complaint.

6. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. When possible, Board members are expected to attend school events and activities.
- B. Board members are not to go into teacher's classrooms or individual buildings for the purposes of evaluation.

- C. Except for routine activities or visits to see their children, Board members should let the principal and Superintendent know in advance of their visit.
- D. Board members are reminded they are visitors when on campuses and are expected to follow the same protocols required of other visitors as outlined in Board Policy.

7. COMMUNICATIONS

- A. Superintendent will communicate with all Board members via email or phone.
- B. Superintendent will meet with Board President as needed to discuss issues of the district.
- C. Requests to Superintendent from Board President will be distributed to all Board members.
- D. Board will keep Superintendent informed via voice mail, email, telephone and fax.
- E. Board will communicate with its community through public hearings, regular Board meetings, and publications.
- F. Individual Board members when speaking outside the Board Room may state his/her opinion provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board. Comments in the community should always be positive and not destructive.
- G. Board members are reminded that all written communications (email, text, social media posting, letters, etc.) related to school business are subject to the requirements of the Texas Open Records Act.

8. EVALUATION OF SUPERINTENDENT – [Board Policy BJCD](#)

- A. The Board will conduct the Superintendent’s annual summative evaluation every January.
- B. The Board will conduct the Superintendent’s mid-year formative evaluation every July

9. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS – [Board Policy BDAA](#)

Board Officers: Section 11.061© of the Texas Education Code, provides that at the first board meeting after the trustee election, officers are to be selected. At that time a president, vice-president and secretary will be voted upon.

10. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS - [Board Policy BDAA](#)

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. PRESIDENT
 - 1) Shall preside at all Board meetings

- 2) Appoint committees after consultation with the Board (Board sub-committees or committees that report to Board)
- 3) Shall call special meetings
- 4) Sign all legal documents required by law. The role of the president is to bring focus to Board discussion and facilitate Board decision-making. To be effective, the president cannot use the office of president to foster his/her own agenda. To do so creates disharmony and mistrust. The president must believe that reasoned, thoughtful, data-driven discussion will bring about the best decisions, even if he/she may not personally agree with the decision.
- 5) In addition to being a Board member, the president must remove him/herself from the fray of the discussion and work constantly to bring the Board together as a team and seek a consensus position everyone can live with. To accomplish these objectives a president must:
 - a. Be a consensus builder
 - not take sides
 - get people to compromise
 - insist that decisions be “data driven” rather than “I think”
 - b. Be strong
 - control meetings
 - be able to live with criticism
 - be willing to take unpopular stands
 - c. Listen (but not necessarily accept, believe, or act on everything he/she hears)
 - d. Be trustworthy
 - dependable (do what he/she promises to do)
 - open (no hidden agendas)
 - honest (always ethical and truthful)
 - e. Work effectively with the Superintendent
 - f. Be secure (i.e. does not “need” to be president)

A person should be selected to be president because he/she has the skills and values described above, not because it is his/her “turn”. Some people can be excellent Board members but are simply not suited to be president.

D. VICE PRESIDENT

Shall act in capacity of president in absence of president

E. SECRETARY

- 1) In all open sessions cause accurate record of meetings to be kept; in closed session will keep accurate records.
- 2) In the absence of both the President and Vice President, shall call meeting to order and act as the presiding officer.

F. COMMITTEES

- 1) Members of the Board will not be a member of and nor participate in, but may attend, administrative committee meetings.
- 2) The policy committee will be the only ongoing board committee.

G. GRADUATION

- 1) Current Board members are invited to participate in the graduation of the senior class. Board members will be seated together on the stage.
- 2) The President of the Board of Trustees has the honor of presenting the graduating class with their diplomas. Current Board members and former Board members are welcome to present their child(ren) with their diploma.
- 3) Requests for presentation of diplomas should be coordinated with the Board President prior to graduation.

11. ROLE OF BOARD IN EXECUTIVE SESSION – [Board Policy BE](#)

- A. Board can only discuss those items listed on the executive agenda and as limited by law.
- B. Board must vote in public/open session.
- C. Information during Closed Session must remain confidential.

12. MEDIA INQUIRIES TO THE BOARD -

- A. The Board President shall be the official spokesperson for the Board to the media regarding Board matters.
- B. Members reserve the right to speak to the media regarding issues, provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board. Board Members are encouraged to exercise caution if desiring to address the media even as an individual.

13. ANONYMOUS PHONE CALLS OR LETTERS

The Board of Trustees encourages input. However, anonymous calls or letters, except those containing a clear and present threat to safety of persons or property, will not receive Board attention, discussion or response and will not result in directives to the administration. Board Members are encouraged to notify the superintendent of anonymous correspondence.

14. RESPONSE TO SIGNED LETTERS

The Wimberley Board of Trustees encourages input. A signed letter will be forwarded to Superintendent and a response using standard format will be sent by the Board Member. The Superintendent will respond and send copy to full Board.

15. REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed and updated as needed.


16. TRAVEL

Legitimate expenses incurred by Board members while traveling on official school business shall be reimbursable consistent with Board policy and state & federal laws. Specific requirements for reimbursements include, but are not limited to the following:

- A. No alcoholic beverages.
- B. No spouse, children, or other family member expenses
- C. Convention sponsored hotel or equivalent or the Board member pays the difference (single or double room is allowable)
- D. Meals, hotel, travel, rental cars, and registration, and other reasonable expenses are allowable
- E. After attending conferences, Board members shall share an executive summary of what was learned with the whole Board
- F. Members desiring to join organizations in addition to TASB shall make a request to the Board for approval.



Joe Malone, Secretary



Ken Strange, President

Section 4 – Shared Vision/ Mission/ Goals
Wimberley Independent School District
Five-Year Strategic Plan 2017-2022

Vision Statement

Empowering and Inspiring ALL Students to Achieve their FULL Potential!



Mission Statement

WISD is dedicated to excellence in education that fosters a culture of kindness and respect, creates life-long learners, and empowers students to make a positive impact in their community.



We Believe That:

- ✚ Everything that we do should help ensure the success of ALL of our students.
- ✚ As educators, we maximize class time in an engaging and challenging way.
- ✚ Our teachers are personally invested in our students.
- ✚ Students in Wimberley are committed to community service and the community supports students in return.
- ✚ A quality, public Wimberley I.S.D. education drives the future of a successful Texas.
- ✚ As a district, we strive to meet the needs of the “whole child”: academically, emotionally and socially.
- ✚ W.I.S.D. provides the foundation to create engaged citizens who will become life-long learners.
- ✚ All our children, parents, faculty and staff should be treated with kindness and respect.
- ✚ We are committed to excellence in all we do.

Wimberley ISD Strategic Goals and Objectives

GOAL ONE

Achieve Excellence in Education



- a. Increase project based hands-on learning opportunities at all grade levels.
- b. Employ qualified staff who have demonstrated success in teaching and leadership.
- c. Provide professional development opportunities in all areas including academic, behavior management and special populations.
- d. Provide safe and healthy environments/buildings and facilities.



GOAL TWO

Foster a Culture of Kindness and Respect

- a. Provide character training and engagement for students and staff that instill the importance of integrity, kindness, honesty and respect.
- b. Promote active listening to create students and future citizens who can effectively engage and communicate in a diverse world.
- c. Communicate effectively between schools for student relationships.
- d. Provide guidance to improve digital citizenship and media literacy among students and staff.
- e. Celebrate diversity and provide a welcoming environment for ALL students and staff.

GOAL THREE

Create Life-Long Learners



- a. Cultivate passion for learning and doing, such that every student can find their way forward to a happy life.
- b. Reward perseverance and hard work.
- c. Provide diverse and relevant learning / course opportunities for all students at all grade levels that are challenging and meaningful.



GOAL FOUR

Make a Positive Community Impact

- a. Provide diverse extra-curricular activities that are fun, student-centered and engaging.
- b. Increase community partnerships to create opportunities for district collaborations.
- c. Teach the importance of responsibility and good citizenship.
- d. Promote volunteerism through school and extra-curricular activities.

Section 5 - Board Policies

Adoption and Amendments – reference [BF \(Local\)](#)

[Policy On-Line](#)

All Wimberley I.S.D. Board Policies are on-line.

[TASB The Board Member's Guide to Policy](#)

Section 6 – Board of Trustees’ Policy Section

Section [B](#)

Agenda Procedures [BE](#)

Request for Items to be included on the agenda – [Board login to see form](#)

Section 7 – Agenda Calendar

[Board Meeting Resources](#)

[TASB Sample Agenda Calendars](#)

Section 8 - Board Training Hours

[TASB Required Board of Trustees Training](#)

[Policy BBD](#)

Section 9 – Conflicts of Interest Disclosure

[Policy BBFA](#)

Section 10 – Budget

Website Information - [Budgets](#)