



**Special Meeting - Board Team of 8 Retreat Agenda
Saturday, December 3, 2022
Facilities Resource, Inc
1641 Scottsdale Dr.
Leander, TX 78641
9:00 AM**

During meetings of the Board of Trustees, we want to give our public access while providing a safe and secure environment. If you're planning to attend the meeting, please review the meeting protocols designed to help manage health, safety, decorum and citizen comments. The Board meeting protocols are available at <https://bit.ly/3DHAR4v>.

Note, the district has instituted a clear bag policy for members of the public at all Board meetings (see the link above for details).

Doors will open to the public at 8:45 AM.

Please note, this meeting will not be live-streamed. A video and audio recording will be available on the District's website no later than seven days after the meeting.

This is a Special Meeting of the Board of Trustees. At Special meetings, Citizen Comments will be limited to topics listed on the agenda. Citizens wishing to address the Board of Trustees may do so in-person at the meeting location noted on the agenda. In order to address the Board, individuals must sign up online at <http://bit.ly/3g7WdC0>, between noon on Thursday, Dec. 1 and noon on Friday, Dec. 2. Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours.

The notice of this meeting was posted in compliance with the Texas Open Meetings Act on November 18, 2022, at 2:43 PM.

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

1. **CALL TO ORDER AND DECLARATION OF QUORUM**
2. **CITIZEN COMMENTS** (*Citizen comments will be limited to topics on the agenda. See the notes at the top of the agenda for instructions on how to sign up and details regarding speaking.*)
3. **DISCUSSION / ACTION ITEMS**
 - A. What Does Good Governance Look Like? 2
 - B. Board Meeting Management, Parliamentary Procedure and Board Operating Procedures 19
 - C. Next Steps
4. **BOARD MEETING DEBRIEF**
5. **ADJOURNMENT**

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]



What Does Good Governance Look Like?

December 3, 2022



“A unified board is made up of individuals, complete with different beliefs, styles, and personalities working together with a shared moral imperative in a collaborative, cooperative fashion toward a common goal.”³

The Governance Core, p.88

A man with glasses and a blue shirt is sitting at a desk in an office. The background is slightly blurred, showing a calendar and a sign with the letter 'S'.

The ability for a group of people
to **do remarkable things** hinges on how well
those people can **pull together as a team.**

—— *Simon Sinek* ——

Questions for Establishing Norms

1. How do you want to be treated by the leader?
2. How do you want to be treated by each other?
3. How do you think the leader wants to be treated ⁵ by you?
4. How do we want to treat each other when there is conflict?

From: [A Social Contract for Your Team of 8: A Good Governance Roadmap](#)

Board Operating Procedures

I. Effective Governance

The Board will rely on its adopted core beliefs, vision, and mission as they deliberate. Deliberations will also be conducted with a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent. Accordingly, they will:

1. Exercise courteous honesty in all written and interpersonal interaction, avoid misleading information;
2. Demonstrate respect for the opinions and comments of each other;
3. Focus on issues rather than on personalities;
4. Maintain focus on common goals;
5. Communicate with each other in a timely manner to avoid surprises;
6. Criticize privately, praise publicly;
7. Maintain appropriate confidentiality;
8. Openly share concerns, information, knowledge, and agendas;
9. Make every reasonable effort to protect the integrity and promote the positive image of the district and each other;
10. Respond in a timely manner to requests and inquiries from each other



TIME FOR A **BREAK**



“Our vision is of a governance system, school board, and superintendent working together as a cohesive, unified team with a common vision driven by a shared moral imperative.”

The Governance Core, p.2



Our Moral Imperative

5 Whys



Next Steps

Leander Independent School District Board Operating Procedures

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district and provide guidance to the Board of Trustees, as a body corporate, as they: ensure creation of a shared vision that promotes enhanced student achievement; provide guidance and direction for accomplishing the vision; measure and communicate how well the vision is being accomplished; promote the vision; works with the Superintendent to lead the District toward the vision as specified and further detailed in Board Policy (BBD – EXHIBIT).

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I. Effective Governance

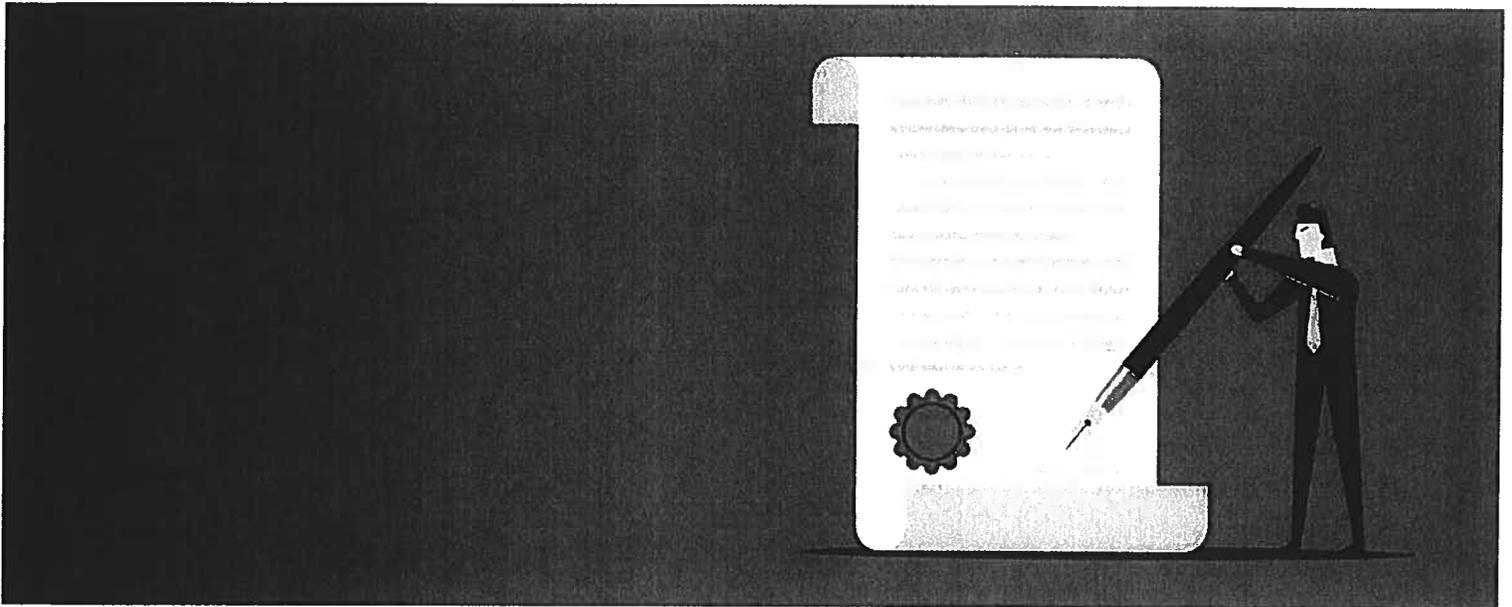
The Board will rely on its adopted core beliefs, vision, and mission as they deliberate. Deliberations will also be conducted with a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent. Accordingly, they will:

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9. Make every reasonable effort to protect the integrity and promote the positive image of the district and each other;
10. Respond in a timely manner to requests and inquiries from each other.

[Enhance District >](#)

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A Social Contract for Your Team of 8: A Good Governance Roadmap



Sometimes it seems like good governance is easier said than done. You cover a dizzying variety of topics sitting on the school board. Keeping up with that is a job in itself. Making sure things run smoothly — good governance — is made easier when your team can count on a foundation of shared values.

This foundation is often called a social contract. The origins of social contracts date back to the 16th century, but in short, a social contract is an implicit agreement among members of a society to cooperate for the better good.

A social contract embodies the essential elements of high functioning teams. These elements, which set the foundation for good governance, include:

- Accountability
- Shared leadership
- One vision
- Alignment
- Transparency

The board and superintendent — your team of eight — designs the framework of expectations on how your group can clearly and effectively operate together. This framework ensures that everyone knows what is expected of them and the rest of the group. It allows us to hold ourselves and each other accountable and demonstrate responsibility to the team.

1. How do you want to be treated by the leader?
2. How do you want to be treated by each other?
3. How do you think the leader wants to be treated by you?
4. How do we want to treat each other when there is conflict?

Related: [Working with Your Board: How to Create a Culture of Trust](#)

By answering and discussing these four vital questions, everyone is clear on the expectations moving forward.

When you examine the individual responses, you'll probably find some overlap and commonalities. Having a conversation about the response helps the members of your team identify shared or disparate values, understand each other's unique personalities, and learn how to become a more effective team. ¹⁶

This is where having an outside facilitator can be key. They're able to identify common themes that emerge —ones the group is sometimes too close to, to see. They can help the group determine the value statements that reflect the group.

As research shows, unified teams with a common vision can easily translate to increased student achievement. Outlining your expectations for yourself, and allowing each board member to do the same, sets the foundation necessary to work with unity of purpose. You can put these expectations in writing and read the social contract at board meetings to remind your team of its commitments.

Related: [The School Board Behaviors that Matter Most for Student Success in Texas](#)

Think about accessibility, collaboration, and effectiveness as you develop a social contract for your school board.

Your school board's social contract should be easily accessible

It's a good practice to provide each board member with a copy of the social contract and to post it in the boardroom. It can also be included on your district website, [like Hays County CISD did](#), to inform your community of the board's commitment to one another, the district, and the people they serve.

It's also helpful to reiterate the importance of this contract by having a different board member read it aloud at the start of each meeting. Reading the social contract at board meetings serves as a good reminder, particularly when a board faces sensitive issues where not all of its members agree, and helps the team reflect and focus on the expectations to which they agreed. Bottom line, it's a reminder that the team can work together with respect toward a common goal.

Your school board's social contract should be created collaboratively

Every member of your team has something valuable to contribute to a discussion. It's important to provide an opportunity for every member to engage — having clear discussions about the answers to the questions helps the team better understand one another's personalities, philosophies, and mindsets.

"The board is a team; you may not like the team; you may have even campaigned against some of the team, but it's your team now, and it wins or loses for children as a team. If the board succeeds, you succeed; if the board fails, you fail," Davis Campbell and Michael Fullan wrote in [The Governance Core](#).

Related: [The Governance Core Gets to the Heart of School Board Work](#)

Your school board's social contract is only as effective as its participants

A social contract is effective only if every member feels valued and heard in the process. If someone on the team is not living up to the expectations adopted in the social contract, it's time to have some crucial conversations. Team members can hold each other accountable through reminders and by modeling the established expectations.

Most board members run for office because they want to serve their students and district while making their community stronger. Building a foundation of trust on which a team can work as a cohesive, united, aligned group with a shared moral imperative makes anything possible.

Be a winning team by learning to work together

Even the best teams in the world need to practice. Team building is the perfect way for your board-superintendent team to practice building positive working relationships.

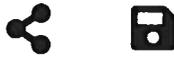
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Developing Agendas	Board Meetings	Closed Meetings	Communi-cations	Cmmtly Inquiries	Misc.
--------------------	----------------	-----------------	-----------------	------------------	-------

\$100	\$100	\$100	\$100	\$100	\$100
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\$200	\$200	\$200	\$200	\$200	\$200
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\$300	\$300	\$300	\$300	\$300	\$300
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\$400	\$400	\$400	\$400	\$400	\$400
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\$500	\$500	\$500	\$500	\$500	\$500
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DEVELOPING AGENDAS

Which two individuals prepare the agenda?

[Return to Main Board](#)

[Answer](#)

DEVELOPING AGENDAS

The Board President and
Superintendent

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DEVELOPING AGENDAS

Which Board Members can
propose a subject for
consideration?

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[Answer](#)

DEVELOPING AGENDAS

Any Board Member

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DEVELOPING AGENDAS

What is the name of the tool the board uses to decide what to address each month at board meetings?

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[Answer](#)

DEVELOPING AGENDAS

Annual Agenda
Planning Calendar

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DEVELOPING AGENDAS

What is the deadline for asking that an item be placed on an agenda?

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[Answer](#)

DEVELOPING AGENDAS

No later than **7 calendar days**
(in writing)

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DEVELOPING AGENDAS

The Board President will usually place an item on an agenda if #? trustees agree that it should be on the agenda?

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[Answer](#)

DEVELOPING AGENDAS

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BOARD MEETINGS

What is the name of the Texas law that governs school board meetings?

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[Answer](#)

BOARD MEETINGS

Texas Open Meeting Act

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BOARD MEETINGS

How many trustees constitute a quorum?

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[Answer](#)

BOARD MEETINGS

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BOARD MEETINGS

What do you call the item on the agenda that covers routine and/or recurring items grouped together under one action item?

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[Answer](#)

BOARD MEETINGS

Consent Agenda

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BOARD MEETINGS

Which rules of parliamentary procedure does the board follow?

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Answer

BOARD MEETINGS

*Robert's Rules of Order
Newly Revised*

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BOARD MEETINGS

Why must LISD record its meetings and post a link to recordings on the internet?

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[Answer](#)

BOARD MEETINGS

Because it has more
than 10,000 students

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CLOSED MEETINGS

Where must the board convene before going to closed meeting?

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[Answer](#)

CLOSED MEETINGS

Open Session/Meeting

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CLOSED MEETINGS

What are other names
for “closed meeting”?

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[Answer](#)

CLOSED MEETINGS

Closed Session
Executive Session

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CLOSED MEETINGS

What must the board president do before the board goes to closed meeting?

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[Answer](#)

CLOSED MEETINGS

Read aloud the exception allowing for closed meeting discussion under the Tex. Gov't Code Chapter 551.

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CLOSED MEETINGS

What is the name of the record kept to document what was discussed in closed meeting?

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[Answer](#)

CLOSED MEETINGS

Certified Agenda

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CLOSED MEETINGS

Who can review the certified agenda?

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[Answer](#)

CLOSED MEETINGS

Only members of the board
(without a court order)

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COMMUNICATIONS

What can happen to a trustee who knowingly participates in a **series of communications** about **school business** that involves a quorum outside a properly called meeting?

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[Answer](#)

COMMUNICATIONS

Misdemeanor

- a) Fine \$100-\$500
- b) 1-6 months in jail
- c) both

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COMMUNICATIONS

Board members may communicate with members of the community; however, they should not try to solve these individually or outside of established procedures?

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[Answer](#)

COMMUNICATIONS

Complaints or Grievances

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COMMUNICATIONS

In addition to the Citizen Comments portion of board meetings, how may the public communicate with the board?

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[Answer](#)

COMMUNICATIONS

Via email to
governance.team@leanderisd.org

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COMMUNICATIONS

What is a Temporary Custodian
of Public Information?

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[Answer](#)

COMMUNICATIONS

Any current or former public official or employee of a governmental body who holds information subject to the TPIA on a private device

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COMMUNICATIONS

How long must school communications be retained?

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[Answer](#)

COMMUNICATIONS

Local Schedule GR

Policy and Program Development: 5 years

Administrative Correspondence: 4 years

General Correspondence: 2 years

Routine Correspondence: AV

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COMMUNITY INQUIRIES

What steps should a trustee take if contacted by a parent, student, or member of the community about a concern or complaint?

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[Answer](#)

COMMUNITY INQUIRIES

- Listen to better understand the critical issues (unless in grievance process)
- Refer individual to administration
- Inform individual of policies
- Notify Supt. if situation warrants

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COMMUNITY INQUIRIES

Who responds to media inquiries
on behalf of the board?

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[Answer](#)

COMMUNITY INQUIRIES

Board President

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COMMUNITY INQUIRIES

What are the grievance policies?

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[Answer](#)

COMMUNITY INQUIRIES

DGBA - Employee
FNG – Student/Parent
GF - Community

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COMMUNITY INQUIRIES

Can trustees comment or respond to social media posts by community members?

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[Answer](#)

COMMUNITY INQUIRIES

Yes, but...

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COMMUNITY INQUIRIES

What is the limit of speakers allowed to address the board during Citizen Comments?

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[Answer](#)

COMMUNITY INQUIRIES

No limit
“every citizen”
(HB 2840 – 2019)

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MISCELLANEOUS

How many sections of the Board Policy Manual are there?

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[Answer](#)

MISCELLANEOUS

Seven:

- A – Basic District Foundations
- B – Local Governance**
- C – Business and Support Services
- D – Personnel
- E – Instruction
- F – Students
- G – Community and Gov'l Relations

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MISCELLANEOUS

May an individual board member
request information from
employees?

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[Answer](#)

MISCELLANEOUS

Yes...from the Superintendent or other Board contacts (not campus principals or others).

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MISCELLANEOUS

In what geographical boundary must school board meetings be held?

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[Answer](#)

MISCELLANEOUS

Within LISD

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MISCELLANEOUS

When does a trustee have a
conflict of interest?

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[Answer](#)

MISCELLANEOUS

When the member has a personal or pecuniary interest or circumstances that could render the member unable to devote complete loyalty and singleness of purpose to the public interest.

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MISCELLANEOUS

Information discussed in closed meeting is _____?

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[Answer](#)

MISCELLANEOUS

Confidential

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BOARD OPERATING PROCEDURES

Team of 8
December 3, 2022



Board of Trustees Operating Procedures

2021

Adopted November 4, 2021



- 
- I. Effective Governance**
 - II. Election of Board Members**
 - III. The Roles and Official Duties of the Board Officers**
 - IV. Developing Board Meeting Agendas**
 - V. Board Meetings**
 - VI. Closed Meetings**
 - VII. Voting**
 - VIII. Evaluation of the Superintendent**
 - IX. Evaluation of the Board**
 - X. Communications**
 - XI. Individual Board Member Requests for Information or Reports**
 - XII. Citizen or Employee Request/Complaint to Individual Board Member**
 - XIII. Media Inquiries to the Board**
 - XIV. Board Member Visits to a School Campus**
 - XV. Board Training Requirements**
 - XVI. Travel Reimbursement**
 - XVII. Conflicts of Interest**
 - XVIII. Addressing Board Member Violations**
 - XIX. Internal Board Committees**
 - XX. District Citizen Advisory Committees**
 - XXI. Reviewing the Board Operating Procedures**

I. EFFECTIVE GOVERNANCE



The Board will rely on its adopted core beliefs, vision, and mission as they deliberate. Deliberations will also be conducted with a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent. Accordingly, they will:

- **Core beliefs**
- **Vision**
- **Mission**
- **Mutual respect**
- **Trust**

I. EFFECTIVE GOVERNANCE



1. Exercise courteous honesty in all written and interpersonal interaction, avoid misleading information;
2. Demonstrate respect for the opinions and comments of each other;
3. Focus on issues rather than on personalities;
4. Maintain focus on common goals;
5. Communicate with each other in a timely manner to avoid surprises;
6. Criticize privately, praise publicly;
7. Maintain appropriate confidentiality;
8. Openly share concerns, information, knowledge, and agendas;
9. Make every reasonable effort to protect the integrity and promote the positive image of the district and each other;
10. Respond in a timely manner to requests and inquiries from each other.

II. ELECTION OF BOARD MEMBERS



- **Board Policies:** BBB – Board Members: Elections; BBBA – Conducting Elections; BBBB – Post-Election Procedures; BBBC – Campaign Finance; BBBD – Campaign Ethics
- 7 At-Large Positions
- The LISD Board typically reorganizes in June following November elections.

II. ELECTION OF BOARD MEMBERS



C. 1. Board Officers shall serve for a term of one year or until the next called officer election. Officers may succeed themselves in office.

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C. 2. At any meeting at which the Board will take action on Board Officers, the agenda shall include a provision for a closed session deliberation to discuss reconstituting the officers of the Board. During the closed meeting, the Board will deliberate the duties and qualifications of public officers. The current Board President will ask for nominations.

II. ELECTION OF BOARD MEMBERS



D. The Board will offer orientation and training to new members in the Board's governance process.

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4. The orientation should include, but will not be limited to the following:
 - a. Board Operating Procedures and Board Policies
 - b. Superintendent's overview of district administrative organization
 - c. Training to access district electronic communications
 - d. District budget overview
 - e. District goals overview
 - f. Board annual calendar and briefing of upcoming events

III. THE ROLES AND OFFICIAL DUTIES OF BOARD OFFICERS



- **Board President**
- **Board Vice President**
- **Board Secretary**

BOARD PRESIDENT



1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legally imposed upon it from outside the organization.
 - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues are discussed;
 - b. Ensure that the Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point;
 - c. Chair Board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order, and with voting rights;
 - d. Conduct periodic self-assessments to ensure process improvement.
 - e. Facilitate communication between Board members;
 - f. Facilitate agenda planning (including consent agenda items), development, and ordering of agenda items during meetings;
 - g. Act as the Board's spokesperson to the media.



BOARD PRESIDENT



2. Compile and facilitate the summative evaluation of the Superintendent. 90
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations with the areas assigned to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use.
4. Sign contracts, resolutions, and legal documents authorized by the Board.

BOARD VICE PRESIDENT



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1. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President.
2. Become President only upon being elected to the position by the Board.

BOARD SECRETARY



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1. Ensure that accurate records of Board meetings are kept.
2. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President and Vice President.
3. Sign contracts, resolutions, and legal documents authorized by the Board.

IV. DEVELOPING BOARD MEETING AGENDAS



- Annual Agenda Planning Calendar
- Placing Items on the Agenda
 - Board President & Superintendent
 - Any Board member may propose a subject
 - Ideally, at least 7 calendar days before posting
 - Two or more – subsequent meeting
 - Board President has authority to refuse to place an item on the agenda in certain cases

IV. DEVELOPING BOARD MEETING AGENDAS



Any Board member may propose a subject for consideration by the Board. Ideally, such requests should be made before the Board at a Board meeting or proposed in writing to the Board President no later than **7 calendar days** before the meeting is posted. If two Board members (the Board President may be one of the two members) agree to have an item placed on the agenda, the Board President shall place the item on the agenda of the next regular board meeting or a subsequent meeting. Notwithstanding, the Board President may refuse to place an item on the agenda if it is not time to discuss the subject per the Board's Annual Planning Calendar and the item has already been discussed on two or more agendas within the preceding quarter. In accordance with the Texas Open Meetings Act, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas law.

IV. DEVELOPING BOARD MEETING AGENDAS



Board agendas will be electronically delivered to board members **6 calendar days** prior to the regular Board meeting.

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The order in which posted agenda items are taken may be changed by the presiding officer at any meeting.

Should a member wish to remove an item from the consent agenda, that item will be discussed as a separate action item. See Board Policy BE(LOCAL).

Board members are encouraged to advise the Board President, Superintendent, or Superintendent's designee of questions or concerns on agenda items before the Board meeting.

For more information about agenda preparation, see Board Policy BE(LOCAL).

V. BOARD MEETINGS



The Leander ISD Board of Trustees typically will meet on the second and fourth Thursdays of each month with meetings normally beginning at 6:15 p.m., but times may vary. The Board President may call a special or emergency meeting at the request of two or more Board members and/or by the Superintendent as provided in Chapter 551 (Open Meetings Act) of the Texas Government Code. ⁹⁶

Four members present constitute a quorum for a meeting.

The Board solemnizes its proceedings by beginning regular monthly board meetings with a recitation of the pledge of allegiance to the United States, the pledge of allegiance to the state flag, and a moment of silence.

Board Members shall refrain from electioneering and political advertising from the dais. See BBBD(LEGAL).

V. BOARD MEETINGS



The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*, except as otherwise provided in Board procedural rules or by law.

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1. All discussion shall be directed solely to the business currently under deliberation.
2. The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
3. The presiding officer shall recognize a Board member wishing to comment. Board Members shall be respectful of time to allow other trustees an opportunity to ask questions or make comments.
4. Questions and comments must be germane to the current agenda item.
5. Encourage board members to be thoughtful in questioning and allow others to engage and participate – not monopolize the discussion

V. BOARD MEETINGS



8. The Board President may vote on all action items.
9. In case of a tie vote, a motion fails.
10. Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
11. Respects the right of individual members to express their viewpoints and vote their convictions and honors the decisions of the majority.

V. BOARD MEETINGS



- **Citizen Comments**

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- **See also Board Policy BED – Board Meetings:
Public Participation**

VI. CLOSED MEETINGS



The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed meeting. The reason/exception for a closed session must be read aloud indicating the items to be discussed in closed session under Chapter 551 (Open Meetings) of the Texas Government Code. During a closed meeting, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session.

VI. CLOSED MEETINGS



Discussions and information shared during closed session shall remain confidential. Board Members must always be mindful of their fiduciary duty to the District and protect¹⁰¹ information provided to them in trust during closed meeting. Trustees who reveal matters discussed in close meeting are subject to censure in accordance with these procedures. If a Board Member has questions about the confidentiality of information shared in closed meeting, they are encouraged to confer with the Board's Counsel.

VI. CLOSED MEETINGS



Leander ISD
246913

BOARD MEETINGS CLOSED MEETINGS

BEC
(LEGAL)

Leander ISD
246913

BOARD MEETINGS
CLOSED MEETINGS

Exceptions for Closed Meetings

Attorney
Consultation

A board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. [permissible methods of communications]

Real Property

A board may conduct a closed meeting if the exchange, lease, or value of real property in a meeting would have a detrimental effect on negotiations with a third person. Govt Code 551.074

Prospective Gift

A board may conduct a closed meeting if the board enters into a contract for a prospective gift or donation in an open meeting would have a detrimental effect on negotiations with a third person. Govt Code 551.074

Personnel Matters

A board is not required to conduct an open meeting for the appointment, employment, evaluation, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, a board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. Govt Code 551.074

The closed meeting exception for personnel matters does not apply when a board discusses an independent contractor who is not a school employee, such as an engineering, architectural, or consultant firm, or when a board discusses a class or group of employees, not a particular employee. Atty. Gen. Op. MW-129 (1980), Atty. Gen. Op. H-496 (1975)

Employee-
Employee
Complaints

A board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a district employee by another employee and the complaint or charge directly results in the need for a hearing. However, a board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. Govt Code 551.082

Student
Discipline

A board is not required to conduct an open meeting to deliberate in a case involving discipline of a public school child. However, a board may not conduct a closed meeting for this purpose if the

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Exceptions for Closed Meetings

- Attorney Consultation
- Real Property
- Prospective Gift
- Personnel Matters
- Student Issues
- Security
- Emergency Management
- Economic Development Negotiations

VI. CLOSED MEETINGS



<p>Leander ISD 246913</p> <p>BOARD MEETINGS CLOSED MEETINGS</p> <p>Exceptions for Closed Meetings</p> <p>Attorney Consultation</p>	<p>Leander ISD 246913</p> <p>BOARD MEETINGS CLOSED MEETINGS</p> <p>A board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. <i>Gov't Code 551.071</i> [See BE for permissible methods of communication for attorney consultations]</p>	<p>BEC (LEGAL)</p>
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Closed meetings may not be recorded by an individual trustee against the wishes of a majority of a board. *Zamora v. Edgewood Indep. Sch. Dist., 592 S.W.2d 649 (Tex. App.—San Antonio, 1979, writ ref'd n.r.e.)*

<p><i>Employee- Employee Complaints</i></p> <p><i>Student Discipline</i></p> <p>DATE ISSUED: 11/16/2017 UPDATE 109 BEC(LEGAL)-P</p>	<p><i>ees, not a particular employee. Atty. Gen. Op. MW-129 (1980), Atty. Gen. Op. H-496 (1975)</i></p> <p>A board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a district employee by another employee and the complaint or charge directly results in the need for a hearing. However, a board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. <i>Gov't Code 551.082</i></p> <p>A board is not required to conduct an open meeting to deliberate in a case involving discipline of a public school child. However, a board may not conduct a closed meeting for this purpose if the</p> <p>1 of 4</p>
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VI. CLOSED MEETINGS



No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public. *Gov't Code 551.146*

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****Class B misdemeanor and is punishable by a fine of up to \$2,000, a jail term of up to 180 days, or both.**

VII. VOTING



Board Policies: BDAA & BE

Majority Vote: those present and voting*

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The board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551 (Open Meetings Act), at which a quorum of the board is present and voting. A majority vote is generally determined from a majority of those present and voting, excluding abstentions, assuming a quorum is present. *Education Code 11.051(a-1); Atty. Gen. Op. GA-689 (2009)*

***7-member board**

4 = quorum

Majority of that quorum (e.g., 3 of 4) could bind the body

See, e.g., GA-689 (2009)

VIII. EVALUATION OF THE SUPERINTENDENT



1. Annually

2. Closed Meeting

3. Board Policy BJCD

IX. EVALUAITION OF THE BOARD



- 1. Self-review**
- 2. Closed Meeting**
- 3. Annually**
- 4. Board Policies BBF & BG**

X. COMMUNICATIONS



1. Superintendent communication

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2. Correspondence related to grievances is not forwarded to trustees until the matters gets to Level III in order to maintain objectivity for potential future consideration

X. COMMUNICATIONS



F. Board Response to Contacts/Correspondence

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1. Individual Board members may communicate with members of the community as they deem appropriate. However, Board Members should not try to solve complaints or grievances individually or outside established procedures for complaints or grievances. While Board members strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence. When responding to members of the community via email or letter, Board Members are encouraged to cc the Board President or Vice President.

X. COMMUNICATIONS



Letters and faxes addressed to individual Board Members and received in the Superintendent's office are delivered to that Board Member at the next Board meeting. If an item is urgent or time sensitive, the Board Member is contacted by email or telephone before the meeting.

X. COMMUNICATIONS



Citizens may contact the Board of Trustees by email at: governance.team@leanderisd.org. The Superintendent's office will acknowledge receipt of the email and inform the sender that the message has been forwarded to individual Board members and to the appropriate administrator(s). The administration will ensure that an appropriate response is provided on behalf of the Board of

If a Board member responds to an inquiry in writing, he or she will copy the Superintendent's office who will determine whether information needs to be added to the Superintendent's weekly memo to the Board.

The Board of Trustees encourages input, and the confidentiality of reports will be maintained when possible and requested. Anonymous calls or letters will not receive a response and will not result in directives to the administration.

X. COMMUNICATIONS



G. Administration Response to Contacts/Correspondence

1. All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff members.
2. The appropriate staff members will investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner. It is the goal of the administration to respond to correspondence within ten working days.
3. The LISD administration encourages input. Anonymous calls or letters, however, will not receive a reply from the administration. If requested, confidentiality of the person writing the correspondence will be maintained when possible.

X. COMMUNICATIONS – SOCIAL MEDIA



The Board recognizes that social media can be a positive tool for fostering community engagement with the school district; however, Board Members must operate within appropriate guidelines when they are communicating online about school district business.

X. COMMUNICATIONS – SOCIAL MEDIA



- a. Clarify that he/she is communicating as an individual member of the Board and not as¹⁴ an official district spokesperson;
- b. Avoid deliberating school district business with a quorum of the Board;
- c. Direct complaints or concerns presented online to the appropriate administrator;
- d. Avoid posting content that indicates that the Board Member has already formed an opinion on pending matters or matters that may come before the Board;

X. COMMUNICATIONS – SOCIAL MEDIA



- e. Not solicit input from the community by polling or surveying friends or connections and not allow social media to direct decisions as a trustee;
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- f. Post only content that the District has already released to the public;
- g. When attempting to restate what happened at a Board Meeting, clarify that the posting is not an official record of the Board Meeting and share information only from the open portions of the meeting;
- h. Conduct oneself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business or repeat rumors;

X. COMMUNICATIONS – SOCIAL MEDIA



- i. Immediately report suspected illegal activities and harassing or defamatory communications that involve school officials, staff, students, or District business to the Superintendent;
- j. Realize that by using a personal account to conduct official school district business the account may become a public forum under the First Amendment;
- k. Retain electronic records—including the Board Member’s posts and content others post to the account—when required to do so by the District’s records retention schedule; and

X. COMMUNICATIONS – SOCIAL MEDIA



1. Comply with the District's acceptable use policy when using district-issued devices¹¹⁷ or technology resources and immediately report to the District any potential security breach if control or possession of confidential District records are lost.
- m. Understand that a Board Member's failure to comply with these communication requirements will be addressed in the manner described below in Addressing Board Member Violations.

XI. INDIVIDUAL BOARD MEMBER REQUESTS FOR INFORMATION OR REPORTS



An individual Board member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. Written responses to information requests from the Board will be distributed to all Board members in a timely manner.

Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records. In such cases, individual members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board member shall be advised of his or her responsibility to comply with confidentiality requirements.

Individual Board members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board members may e-mail or call the Superintendent to ask questions or request information.

For more information about Board members' access to information, see Board Policy BBE(LEGAL).

XII. CITIZEN OR EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER



1. Refer the parent, student, employee, citizen to the administrator who is in the best position to assist in addressing the concern or complaint.
2. Make the citizen aware of the District policies and procedures in place to address citizen concerns or complaints and remind them that Board members must remain impartial in case the matter requires Board action in the future.
3. Notify the Superintendent's office if the situation warrants.

XIII. MEDIA INQUIRIES TO THE BOARD



1. Board President is the spokesperson for the Board.
2. If called by media, notify Superintendent and Chiefs Communication Officer.
3. Individual board members who are provide individual comments or opinions must qualify those statements. Be mindful that due to your office, the comments may be perceived as statements on behalf of the District.
4. See GBB(LOCAL) – LISD’s Centralized Communications Function.

XIV. BOARD MEMBER VISITS TO A SCHOOL CAMPUS



1. Be cognizant of whether a quorum is attending.
2. In official capacity, notify Superintendent and coordinate with the principal.
3. At not time will Board members visit campuses or other school programs in an attempt to “evaluate” personnel.
4. Parent capacity is different, but be cognizant of authority.
5. Visitor Policy - GKC

XV. BOARD TRAINING REQUIREMENTS



1. Minimum annual requirements – see BBD(LEGAL)
2. By law, the Board President is required to announce names of trustees who have completed/exceeded/or are deficient in CE at the meeting prior to elections.
3. Certain training opportunities are authorized; others require board approval.

XVI. TRAVEL REIMBURSEMENT



1. Reasonable travel expenses of trustees are reimbursable. (Hotel, Meals, Parking, Mileage)
2. LISD will not pay for travel expenses of spouses or other persons who have no responsibilities or duties to perform for LISD.
3. No reimbursement will be made for non-district faxes or phone calls, entertainment, alcohol, souvenirs, spouse/family expenses

XVII. CONFLICT OF INTEREST



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Please review board policy BBFA.

XVIII. ADDRESSING BOARD MEMBER VIOLATIONS



The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies and these procedures. In the event a member's willful violation of policy, the Board will seek remedy by the following sequential process:

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1. Private conversation between the offending member and the Board president or other Trustee;
2. Discussion in executive session between the offending member and the full Board; and
3. Upon an affirmative vote of a simple majority, public censure of the offending member of the Board.

XIX. INTERNAL BOARD COMMITTEES



The Board has created committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of up to three members and work with a staff liaison in an advisory capacity. These committees serve purely in an advisory function, with no power to supervise or control district business.

The committee members will typically be agreed to annually by the Board, along with the designation of a chair of that committee. The chair will work with the staff liaison to determine when meetings are needed.

Committees shall provide updates to the Board, report their findings to the Board, and shall be dissolved at the direction of the Board.

XX. DISTRICT CITIZEN ADVISORY COMMITTEES



- Board approves committee members if required by policy or statute
- Board appointees – who appointed and when
- Must be residents of LISD
- Committees are for fact-finding, deliberative purposes, or advisory
- Try to have representation of the community's diversity and geography

XXI. REVIEWING THE BOARD OPERATING PROCEDURES



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Reviewed and updated each year and part of board training.



Board of Trustees Operating Procedures

2022

Leander Independent School District

Board Operating Procedures

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district and provide guidance to the Board of Trustees, as a body corporate, as they: ensure creation of a shared vision that promotes enhanced student achievement; provide guidance and direction for accomplishing the vision; measure and communicate how well the vision is being accomplished; promote the vision; works with the Superintendent to lead the District toward the vision as specified and further detailed in Board Policy ([BBD – EXHIBIT](#)).

I. Effective Governance

The Board will rely on its adopted [core beliefs, vision, and mission](#) as they deliberate with the adopted [Strategic Plan](#) in mind. Deliberations will also be conducted with a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent. Accordingly, they will:

1. Exercise courteous honesty in all written and interpersonal interaction, avoid misleading information;
2. Demonstrate respect for the opinions and comments of each other;
3. Focus on issues rather than on personalities;
4. Maintain focus on common goals;
5. Communicate with each other in a timely manner to avoid surprises;
6. Criticize privately, praise publicly;
7. Maintain appropriate confidentiality;
8. Openly share concerns, information, knowledge, and agendas;
9. Make every reasonable effort to protect the integrity and promote the positive image of the district and each other;
10. Respond in a timely manner to requests and inquiries from each other.

II. Election of Board Members

- A. The Board is composed of seven members, all of whom are elected at large. Board elections are held in alignment with November uniform election dates, in even numbered years, as established by the legislature.
- B. A meeting will be held not earlier than the 8th day and not later than the 11th day after the election to canvass returns and for new members to file the Statement of an Elected Officer. See [Board Policy BBBB \(LEGAL\)](#).
- C. The new Board will meet at the next regularly scheduled meeting after the results are canvassed to review the selection of the following Board officers: President, Vice-President, and Secretary. See [Board Policy BDAA\(LEGAL\)](#). The LISD Board typically reorganizes in June following November elections.
 1. Board Officers shall serve for a term of one year or until the next called officer election. Officers may succeed themselves in office.
 2. At any meeting at which the Board will take action on Board Officers, the agenda shall include a

Leander Independent School District Board Operating Procedures

provision for a closed session deliberation to discuss reconstituting the officers of the Board. During the closed meeting, the Board will deliberate the duties and qualifications of public officers. The current Board President will ask for nominations.

3. When reconvened in open meeting, 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.
 4. Newly elected officers will assume responsibility for their office immediately upon election to the Board Office.
 5. In the event of a vacancy in an Officer's position, the Board may by a majority action of the Board at any duly called meeting fill the vacancy.
 6. The immediate past President and the newly elected President shall meet with the Superintendent within one week of 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.
- D. The Board will offer orientation and training to new members in the Board's governance process.
1. New Board Members will have a meeting with staff for their name badge and other generic, logistical information before their first board meeting.
 2. As a supplement to the information provided in relation to his/her candidacy, a district orientation for a new Board Member will be scheduled, if possible, by the first board meeting a new Board Member takes the Oath of Office.
 3. 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.
 4. The orientation should include, but will not be limited to the following:
 - a. Board Operating Procedures and Board Policies
 - b. Superintendent's overview of district administrative organization
 - c. Training to access district electronic communications
 - d. District budget overview
 - e. District goals overview
 - f. Board annual calendar and briefing of upcoming events
- E. For specific policies related to Board Member Elections, see [Board Policy BBB](#).

III. Roles and Official Duties of the Board Officers

- A. The **President of the Board** ensures the integrity of the Board's processes and serves as the

Leander Independent School District Board Operating Procedures

Board's official spokesperson. Accordingly, the President has the following authority and duties:

1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legally imposed upon it from outside the organization.
 - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues are discussed;
 - b. Ensure that the Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point;
 - c. Chair Board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order, and with voting rights;
 - d. Conduct periodic self-assessments to ensure process improvement.
 - e. Facilitate communication between Board members;
 - f. Facilitate agenda planning (including consent agenda items), development, and ordering of agenda items during meetings;
 - g. Act as the Board's spokesperson to the media.
2. Compile and facilitate the summative evaluation of the Superintendent.
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations with the areas assigned to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use.
4. Sign contracts, resolutions, and legal documents authorized by the Board.

B. Board Vice President:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President.
2. Become President only upon being elected to the position by the Board.

C. Board Secretary:

1. Ensure that accurate records of Board meetings are kept.
2. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President and Vice President.
3. Sign contracts, resolutions, and legal documents authorized by the Board.
4. The Secretary shall work with Administration to prepare discussions with Trustees and compile Trustees response, if they are available, throughout the year to complete the evaluation.

D. For specific policies related to Duties and Requirements of Board Officers, see [Board Policy BDAA](#).

- E. If the Board cannot reach a consensus on the results of the Superintendents' evaluation, the Board Officers will finalize the evaluation.

Leander Independent School District Board Operating Procedures

IV. Developing Board Meeting Agendas

- A. To accomplish its stated objectives, the Board develops and follows an Annual Agenda Planning Calendar that includes a schedule for significant aspects of the Board's upcoming work, including monitoring of District performance, matters related to the District budget, bond and facility work, contracts, policies, personnel, evaluation of the Superintendent, and other items pertaining to major business of the Board.
- B. Not later than June 30 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's Annual Planning Calendar of Board Meetings. The Annual Planning Calendar will serve as a template for agenda and activity planning purposes. The Board's Annual Planning Calendar provides a general planning guideline and can, at a minimum, include the following items:
 - 1. Items legally required annually but not at specific times;
 - 2. Items required by Board Policy;
 - 3. Desired Board Reports;
 - 4. Student Performance Reports;
 - 5. Program Evaluation;
 - 6. Instructional Programs and District Initiatives to review in the upcoming year;
 - 7. 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 entities, and advisory group meetings.
- C. Board Member Remarks: Board Member Remarks is a standing item on the agenda and notice of regular Board Meetings. This item allows Board members to highlight: announcements of or attendance at school and community events; visits to campuses; recognitions of outstanding performance by district staff and students; and recognition of new programs and special activities; and committee updates. This agenda item is not an opportunity for trustees to make statement, general or otherwise, about their positions on issues or conditions in the district/community or to provide commentary on a topic.
- D. Placing Items on the Agenda
 - 1. The Board President and Superintendent shall prepare the agenda for each Board meeting in accordance with the Annual Agenda Planning Calendar. Agenda items may be added by the Superintendent through appropriate consultation with the Board President.
 - 2. Any Board member may propose a subject for consideration by the Board. Ideally, such requests should be made before the Board at a Board meeting or proposed in writing to the Board President no later than **7 calendar days** before the meeting is posted. If two Board members (the Board President may be one of the two members) agree to have an item placed on the agenda, the Board President shall place the item on the agenda of the next regular board meeting or a subsequent meeting. Notwithstanding, the Board President may refuse to place an item on the agenda if it is not time to discuss the subject per the Board's Annual Planning Calendar and the item has already been discussed on two or more agendas within the preceding quarter. In accordance with the Texas Open Meetings Act, no member can place an item on the

Leander Independent School District Board Operating Procedures

agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas law.

3. Board agendas will be electronically delivered to board members **6 calendar days** prior to the regular Board meeting.
4. The Superintendent's office is responsible for the posting of the agenda, no later than **72 hours** before the meeting in accordance with Chapter 551 (Open Meetings Act) of the Texas Government Code.
5. The order in which posted agenda items are taken may be changed by the presiding officer at any meeting.
6. Should a member wish to remove an item from the consent agenda, that item will be discussed as a separate action item. See [Board Policy BE\(LOCAL\)](#).
7. Board members are encouraged to advise the Board President, Superintendent, or Superintendent's designee of questions or concerns on agenda items before the Board meeting.
8. For more information about agenda preparation, see [Board Policy BE\(LOCAL\)](#).

V. Board Meetings

- A. The Leander ISD Board of Trustees typically will meet on the second and fourth Thursdays of each month with meetings normally beginning at 6:15 p.m., but times may vary. The Board President may call a special or emergency meeting at the request of two or more Board members and/or by the Superintendent as provided in Chapter 551 (Open Meetings Act) of the Texas Government Code.
- B. Four members present constitute a quorum for a meeting.
- C. The Board will hold itself accountable for governing with excellence. This self-discipline of excellence applies to attendance, beginning meetings on time, preparation for meetings, adherence to policy making principles, respect of roles, active participation in the monitoring process, and ensuring effective governance capability into the future.
- D. The Board solemnizes its proceedings by beginning regular monthly board meetings with a recitation of the pledge of allegiance to the United States, the pledge of allegiance to the state flag, and a moment of silence.
- E. Board Members shall refrain from electioneering and political advertising from the dais. See [BBBD\(LEGAL\)](#).
- F. The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*, except as otherwise provided in Board procedural rules or by law.
 1. All discussion shall be directed solely to the business currently under deliberation.
 2. The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
 3. The presiding officer shall recognize a Board member wishing to comment. Board Members shall be respectful of time to allow other trustees an opportunity to ask questions or make comments.

Leander Independent School District Board Operating Procedures

4. Questions and comments must be germane to the current agenda item.
 5. Encourage board members to be thoughtful in questioning and allow others to engage and participate – not monopolize the discussion
 6. Only Board Members who are counted as present may participate in discussion, debate, or voting.
 7. All Board Members are expected to conduct themselves with professionalism, respect, and integrity.
 8. The Board President may vote on all action items.
 9. In case of a tie vote, a motion fails.
 10. Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
 11. Respects the right of individual members to express their viewpoints and vote their convictions and honors the decisions of the majority.
- G. For the most updated information on meetings, visit the [LISD Board of Trustees website](#) and click on the Board Meetings & Live Stream drop down box.
- H. For specific policies related to Board Meetings, see [Board Policy BE](#).
- I. Citizen Comments/Public Participation
1. The Board encourages citizens to make their comments, concerns and ideas known to the Board during the Citizen Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items at regular board meetings. ***At specially called meetings, the public may comment only on items on the agenda.***
 2. Citizen Comments will normally be held after the call to order, Pledge of Allegiance, and recognitions. A person wishing to address the Board shall sign up prior to the beginning of the meeting. For meetings that start at the usual time of 6:15 PM, the sign-up sheets for Citizen Comments will be available online from 12:00 p.m. the day before through 12:00 p.m. the day of the meeting. The deadline for signing up to speak will be 12:00 p.m. preceding the Board Meeting. For meetings with a different start time, the sign-up window will be specified at the top of the meeting agenda. Each citizen should sign up for themselves. Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours. The LISD Board seeks to conduct its meetings in a polite, professional manner, and would appreciate Citizen Comments being shared in a similar fashion. The LISD Board’s standard expectation will be that the Board Book will be complete prior to the deadline for Citizen Comment sign-up to ensure that citizens have an awareness of the items the Board will be considering.
 3. Each speaker will be given up to 1.5 minutes. The presiding officer may modify this time at his/her discretion based on the number of citizens who signed up to speak, unless additional time is needed for translation in accordance with [BED\(LEGAL\)](#). Speakers may not “donate” their time to other speakers. Citizens will miss their speaking time if they are not present when their number is called.
 4. After the sign-up deadline, speakers will be notified via email of their speaking order and amount of time they will have to address the Board. Current LISD students will be placed at the

Leander Independent School District Board Operating Procedures

top of the speaking order during Citizen Comments.

5. The request to address the board form shall ask for the speakers:
 - a. Name,
 - b. Address,
 - c. Phone,
 - d. If they are a Parent/Guardian, Student, Teacher/Staff, Resident of LISD, Community Member that works or shops in the district, or Other.
 - e. Name of your topic: General Information, Complaint (not specific to student or staff member), Complaint (specific to the student or staff member)- if you select this option a staff member will follow up and provide you details on the grievance process.
 - f. What item on the agenda will you be addressing?
 - g. Briefly state the issue you wish to discuss:
 - h. What would you suggest the remedy or appropriate response to your issue?
6. The Board does not allow the use of video, slide, or other electronic presentations. Speakers must address the Board from a speakers' podium/table. No speaker may approach the dais without permission of the presiding officer.
7. If citizens bring a written statement or support materials, they should provide enough copies for the seven Board members and the Superintendent.
8. Specific complaints about individual district personnel shall be processed through the District's grievance policies [DGBA \(Employee\)](#), [FNG \(Parent/Student\)](#), and [GF \(Public\) \(LOCAL\)](#). See [Leander ISD Complaint Form \(FNG Exhibit\)](#) for sample parent/student grievance form.
9. The Board requests that citizens not refer to individual students or employees by name during Citizen Comments.
10. The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
11. The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda. The presiding officer shall recognize Board members prior to any member asking clarifying questions or making statements to the Board. Board members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.
12. The Board President shall maintain decorum, so that the Board may conduct the business of the District. Outbursts and demonstrations that disrupt with a Board Meeting are prohibited. The Board shall not tolerate disruption of the Board meeting by members of the public. If, after one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting. All individuals attending meetings are expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive orders issued by duly authorized local, state, and/or federal authorities. A single outburst or incident may be so disruptive that an individual may be removed without an initial warning.

Leander Independent School District Board Operating Procedures

13. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.
14. For specific legal policies related to public participation at Board meetings, see [Board Policy BED](#).

VI. Closed Meetings

- A. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed meeting. The reason/exception for a closed session must be read aloud indicating the items to be discussed in closed session under Chapter 551 (Open Meetings) of the Texas Government Code. During a closed meeting, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session.
- B. Discussions and information shared during closed session shall remain confidential. Board Members must always be mindful of their fiduciary duty to the District and protect information provided to them in trust during closed meeting. Trustees who reveal matters discussed in close meeting are subject to censure in accordance with these procedures. If a Board Member has questions about the confidentiality of information shared in closed meeting, they are encouraged to confer with the Board's Counsel.
- C. The Board shall keep a certified agenda of the proceedings of each closed session. Only members of the Board (whether present at the closed session or not) can review the minutes of a closed session without a court order. A Board member wishing to review the certified agenda of a closed session should contact the Superintendent's office. A copy may not be made. Certified agendas are to be sealed, kept confidential, and stored in a locked place in accordance with retention schedules and Board policy.
- D. For more information on closed meetings, see [Board Policy BEC](#).

VII. Voting

- A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.
- B. When an item for action on the agenda is reached, the following procedure will apply:
 1. The Presiding officer shall announce the item for action.
 2. The Superintendent or appropriate staff member may make a comment, statement, recommendation, or presentation regarding the item.
 3. The Board may discuss the item and raise questions.
 4. Action is taken by means of a motion and a second, followed by a hand vote of Board members present. The Board also has the option of not taking action on an item.
- C. For more information about voting, see Board Policies [BDAA\(LOCAL\)](#) and [BE\(LOCAL\)](#).

Leander Independent School District Board Operating Procedures

VIII. Evaluation of the Superintendent

- A. The Superintendent evaluation will be conducted on an annual basis.
- B. The evaluation will be conducted in closed meeting.
- C. The individual Board member evaluation of the Superintendent and the final Board evaluation of the Superintendent will be presented to the Superintendent by the Board in closed meeting.
- D. For more information on superintendent evaluations, see Board Policy BJCD(LOCAL).

IX. Evaluation of the Board

- A. The Board shall perform a self-review or evaluation in closed meeting.
- B. The Board review shall take place annually.
- C. The Board Operating Procedures and Board Member Code of Ethics shall be included in the review or evaluation. For information about Board Member ethics, see [BBF\(LOCAL\)](#).
- D. For more information about board self-evaluations, see Board Policy [BG\(LEGAL\)](#).

X. Communications

- A. Board/Superintendent Communication: In order to build and maintain productive and effective relationships between the Board and the Superintendent, both the Board and the Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust.
- B. With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed.
- C. The Superintendent will communicate information in a timely fashion to all Board members through:
 - 1. Board meetings and executive sessions;
 - 2. Board correspondence;
 - 3. Telephone calls;
 - 4. One-on-one meetings.
- D. Board members will keep the Superintendent informed via telephone calls, voice mails, e-mails, personal visits, dialogue meetings, and requests for executive session or open meeting discussions.
- E. Correspondence related to formal complaints or grievances, as described in [Board Policies DGBA, FNG](#), and [GF](#) (LEGAL and LOCAL) will not be forwarded to Board members in order that they may maintain their objectivity pertaining to matters that may require Board action in the future. The sender will be notified with an explanation of the decision not to forward the communication.
- F. Board Response to Contacts/Correspondence
 - 1. Individual Board members may communicate with members of the community as they deem appropriate. However, Board Members should not try to solve complaints or grievances

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individually or outside established procedures for complaints or grievances. While Board members strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence. When responding to members of the community via email or letter, Board Members are encouraged to cc the Board President or Vice President.

2. Letters and faxes addressed to individual Board Members and received in the Superintendent's office are delivered to that Board Member at the next Board meeting. If an item is urgent or time sensitive, the Board Member is contacted by email or telephone before the meeting.
3. Citizens may contact the Board of Trustees by email at: governance.team@leanderisd.org. The Superintendent's office will acknowledge receipt of the email and inform the sender that the message has been forwarded to individual Board members and to the appropriate administrator(s). The administration will ensure that an appropriate response is provided on behalf of the Board of Trustees.
4. If a Board member responds to an inquiry in writing, he or she will copy the Superintendent's office who will determine whether information needs to be added to the Superintendent's weekly memo to the Board.
5. The Board of Trustees encourages input, and the confidentiality of reports will be maintained when possible and requested. Anonymous calls or letters will not receive a response and will not result in directives to the administration.

G. Administration Response to Contacts/Correspondence

1. All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff members.
2. The appropriate staff members will investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner. It is the goal of the administration to respond to correspondence within ten working days.
3. The LISD administration encourages input. Anonymous calls or letters, however, will not receive a reply from the administration. If requested, confidentiality of the person writing the correspondence will be maintained when possible.

H. Board Communication

1. Board members are encouraged to share information about noteworthy meetings and events with other Board members at properly posted Board meetings. Board members should notify the Superintendent's office to allow for calendar additions and postings as needed.

I. Social Media

1. The Board recognizes that social media can be a positive tool for fostering community engagement with the school district; however, Board Members must operate within appropriate guidelines when they are communicating online about school district business.
2. In using social media to communicate about school district business, the Board Member shall:
 - a. Clarify that he/she is communicating as an individual member of the Board and not as an official district spokesperson;

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- b. Avoid deliberating school district business with a quorum of the Board;
- c. Direct complaints or concerns presented online to the appropriate administrator;
- d. Avoid posting content that indicates that the Board Member has already formed an opinion on pending matters or matters that may come before the Board;
- e. Not solicit input from the community by polling or surveying friends or connections and not allow social media to direct decisions as a trustee;
- f. Post only content that the District has already released to the public;
- g. When attempting to restate what happened at a Board Meeting, clarify that the posting is not an official record of the Board Meeting and share information only from the open portions of the meeting;
- h. Conduct oneself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business or repeat rumors;
- i. Immediately report suspected illegal activities and harassing or defamatory communications that involve school officials, staff, students, or District business to the Superintendent;
- j. Realize that by using a personal account to conduct official school district business the account may become a public forum under the First Amendment;
- k. Retain electronic records—including the Board Member’s posts and content others post to the account—when required to do so by the District’s records retention schedule; and
- l. Comply with the District’s acceptable use policy when using district-issued devices or technology resources and immediately report to the District any potential security breach if control or possession of confidential District records are lost.
- m. Understand that a Board Member’s failure to comply with these communication requirements will be addressed in the manner described below in Addressing Board Member Violations.

XI. Individual Board Member Requests for Information or Reports

- A. An individual Board member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. Written responses to information requests from the Board will be distributed to all Board members in a timely manner.
- B. Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records. In such cases, individual members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board member shall be advised of his or her responsibility to comply with confidentiality requirements.
- C. Individual Board members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board members

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may e- mail or call the Superintendent to ask questions or request information.

- D. For more information about Board members' access to information, see [Board Policy BBE\(LEGAL\)](#).

XII. Citizen or Employee Request/Complaint to Individual Board Member

- A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under [Board Policies DGBA](#), [FNG](#), or [GF](#) and upon which the Board may be requested to take action. The Board member should take the following steps:
 1. Refer the parent, student, employee, citizen to the administrator who is in the best position to assist in addressing the concern or complaint.
 2. Make the citizen aware of the District policies and procedures in place to address citizen concerns or complaints and remind them that Board members must remain impartial in case the matter requires Board action in the future.
 3. Notify the Superintendent's office if the situation warrants.
- B. For more information about access to the LISD's grievance procedures, see [Board Policies DGBA](#) (Employee), [FNG](#) (Parent/Student), and [GF](#) (Public).

XIII. Media Inquiries to the Board

- A. The Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board may elect to appoint a different spokesperson for the Board.
- B. A Board member who receives calls from the media should notify the Superintendent and the Chief Communications Officer.
- C. Individual Board members who are asked for individual comments or opinions by the media are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the school district. Board Members must be mindful that comments to the media or on social media in their individual capacity may be perceived as statements on behalf of the District. See [BBF\(LOCAL\)](#).
- D. For more information about LISD's Centralized Communication Functions, see Board Policy [GBB\(LOCAL\)](#).

XIV. Board Member Visits to a School Campus

- A. Board members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary; however, Board members must be cognizant of whether a quorum attends the event and Open Meeting Act requirements.
- B. Board members who wish to visit a campus to view a program or activity in their official capacity shall notify the Superintendent and coordinate the visit with the principal. At no time will Board

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members visit campuses or other school programs in an attempt to evaluate personnel.

- C. These guidelines do not pertain to visits as a parent or as a spectator to school events. Board members with children enrolled in the school district are entitled to the same rights, privileges, and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board member shall not let his/her official position interfere or dictate decisions that should be fair and impartial.
- D. Board members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with Board Policy [GKC \(LOCAL\)](#).

XV. Board Training Development

- A. Board Members must meet minimum annual requirements for training. Based on our November Trustee election cycle, Leander ISD is required to announce at the last Board meeting in October, each Board member who has completed, exceeded or is deficient in meeting the required continuing education hours. However, the requirements for training are measured as of the first anniversary of the date of the trustee's election or appointment, or two-year anniversary of his or her previous training, as applicable.
- B. At the last regular October board meeting, the Board President must announce the name of each board member who has completed/exceeded/or is deficient in the required continuing education as required by 19 Tex. Admin Code 61.1 (j).
- C. All Board members may attend the annual state TASA/TASB Convention, and the Board's TASB representative(s) may attend appropriate TASB meetings in accordance with LISD's representation on the TASB board of directors.
- D. Pending any necessary budget considerations, all Board members may attend NSBA Convention.
- E. The Board's representative(s) are encouraged to attend the Central Texas School Board Association meetings (Region XIII).
- F. All Board members may attend the Region XIII Education Service Center Board training sessions and/or meetings.
- G. The Board's representative(s) may attend the legislative sessions and/or meetings of the State Board of Education as appropriate.
- H. Additional training or educational seminars may be requested by individual Board members and approved by a majority of the Board through Board action.
- I. Board members may attend regional or state UIL activities representing the District, with a maximum of one over-night lodging expense per event.
- J. Board members may attend local breakfast, lunch, or dinner meetings that are education-related or related to Board and/or District business.
- K. Exceptions to the above must be approved by a majority of the Board members.
- L. For specific legal polices related to Board Member training, see Board Policy [BBD \(LEGAL\)](#).

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XVI. Travel Reimbursement

- A. Reimbursement to Board members for reasonable travel expenses* for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools.
- B. Recognizing that Board members serve the Leander Independent School District without compensation for their service as trustees while also maintaining separate employment, Board members are permitted to engage in limited work on private or personal matters while travelling on school business, so long as the work or personal/private matter does not interfere with the Board member's ability to attend to the business of LISD.
- C. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board member to Board-related activities.
- D. For specific policies related to Board Member Travel Reimbursement, see [Board Policy BBG](#).

* **Reasonable expenses** are defined to mean:

- 1. **Hotel:** Not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
- 2. **Meals:** Without receipts, for overnight travel, Board members may claim per diem in the same manner and at the same rates as specified for employees in the Leander ISD Business Operating Guidelines. With receipts, meals for overnight and non-overnight travel may be reimbursed up to the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
- 3. **Parking:** Hotel self-parking is highly recommended in the hotel in which the Board member is a guest, unless no self-parking is available or if it is not safe.
- 4. **Mileage:** Not to exceed the allowable IRS rates (or the district approved rate if lower) for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking.

No reimbursement will be made for:

- 1. Non-district facsimiles or phone calls
- 2. Entertainment or in-room movies
- 3. Alcohol
- 4. Souvenirs
- 5. Spouse/family expenses

Cancellation of conference registration, hotel, travel accommodations, etc. must be completed within the allowable "cancellation" timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board Member to notify the Superintendent's Administrative Assistant of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board Member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency or natural disaster.

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Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

XVII. Conflicts of Interest

- A. Board Members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a member is confronted with an issue in which the member has a personal or pecuniary interest or an issue or circumstances that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. Accordingly:
1. If a Board Member has a substantial personal or private interest in any matter pending before the Board, the member shall disclose such interest to the Board and shall not vote on the matter.
 2. A member of the Board shall not also be an employee of the district, nor shall a member receive any compensation for services rendered to the district. This provision shall not prohibit members from receiving reimbursement for authorized expenses incurred during the performance of Board duties.
 3. The Board shall not enter into any contract with any of its members or with a firm in which a member has a financial interest unless one or more of the following conditions apply:
 - a. The contract is awarded to the lowest responsible bidder based upon established competitive bidding procedures; or
 - b. The Board Member is the highest bidder for merchandise sold at a public auction.
 4. Board Member is expected to avoid conflict of interest in the exercise of the member's fiduciary responsibility. Accordingly, a Board member may not:
 - a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Board member's own personal financial interests or the interests of a member of the Board member's immediate family;
 - b. Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board member knows or should know is primarily for the purpose of a reward for official action;
 - c. Engage in a substantial financial transaction for private business purposes with a person whom the Board member directly or indirectly supervises;
 - d. Perform an official act, which directly confers an economic benefit on a business in which the Board member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.
- B. Board Members are encouraged to file an affidavit disclosing a substantial interest in a business entity or real property to identify potential conflicts of interest to the public and vendors. See [Board Policy BBFA](#) (EXHIBIT).

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- C. For specific policies related to Board Member Ethics and Conflicts of Interest, see Board Policies [BBFA \(LEGAL and LOCAL\)](#).

XVIII. Addressing Board Member Violations

- A. The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies and these procedures. In the event of a member's willful violation of policy, the Board will seek remedy by the following sequential process:
 - 1. Private conversation between the offending member and the Board president or other Trustee;
 - 2. Discussion in executive session between the offending member and the full Board; and
 - 3. Upon an affirmative vote of a simple majority, public censure of the offending member of the Board.
- B. For specific policies related to Board Member Removal from Office see [BBC\(LEGAL\)](#).

XIX. Internal Board Committees

- A. In accordance with Board Policy [BDB \(LEGAL\)](#), the Board has created standing committees to facilitate the efficient operation of the Board.
- B. Each standing committee shall consist of up to three Trustees, one serving as Chair and two serving as members.
 - 1. Legislative
 - 2. Board Operating Procedures
 - 3. Policy
 - 4. Long Range
- C. The Board may create additional committees as necessary.
- D. The Chair of the committee, in consultation with the staff liaison, shall determine the number and frequency of meetings each year.
- E. The Chair of the committee shall provide regular reports to the Board regarding the work of the committee during regularly scheduled Board meetings.
- F. When possible, committee member terms will be: Staggered to minimize the impact of member turnover.
- G. The Board has created committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of up to three members and work with a Staff/Board Attorney liaison in an advisory capacity. These committees serve purely in an advisory function, with no power to supervise or control district business.
- H. The committee members will typically be agreed to annually by the Board, along with the

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designation of a chair of that committee. The chair will work with the staff liaison to determine when meetings are needed. Trustees will work with one another to assure a smooth transition across committee assignment by transferring all written materials to their successors, meeting with them to discuss pending committee matters, and assisting in other ways as needed.

- I. The Board annually reviews committee members for all internal board committees.

XX. District Citizen Advisory Committees

- A. Board member appointments to certain district administrative committees, created by board policy or established through administration, may be conducted annually or as specified by administration. Beginning with appointments for the 2022-2023 school year, the Board shall instruct the district to include on the committee webpage each Board appointee's name and the name of the Board Member who nominated them, as well as details regarding the time frame during which appointments shall be made. Beginning with appointments for the 2022-2023 school year, community members must be residents of Leander ISD.
- B. The Board shall consider each committee requirement composition when submitting appointees including but not limited to parents with students in the district, the feeder pattern, as well as a commitment of attendance. The Board will only approve committee member appointments/nominations if required by policy or statute. If board approval of the entire committee is required by policy or statute, appointments shall be reviewed and voted on by the Board at the same time of approval as the entire committee membership.
- C. The function of the committees, unless otherwise stated in statute, shall be fact-finding, deliberative, and advisory. The district shall consider the board appointments when determining the remaining composition of the committee so that selection of the remaining members provide for an adequate representation of the community's diversity and geography.

XXI. Reviewing the Board Operating Procedures

Board of Trustees Governance Policies and Operating Procedures will be reviewed and updated each year and will be part of Board training.

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ACKNOWLEDGMENT

I hereby acknowledge that it is my responsibility to review the Leander Independent School District Board Operating Procedures, and my signature indicates that I agree to do so and abide by the standards, policies, and procedures contained therein.

Name

Date