

# **Port Neches-Groves ISD**

## **Board of Trustees & Superintendent**

### **Operating Procedures**



**2019-20**

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## Developing the Board Meeting Agenda

### A. Agendas

1. A draft of the agenda is prepared by the Superintendent's office for approval by the Board President.
2. At each regularly scheduled Board meeting, board members may request items to be placed on the agenda for future Board meetings.
3. Any Trustee may request an item be placed on the agenda by notifying the Board President.
4. All Trustee-related topics submitted in a timely manner shall be included.
5. No item can be placed on the agenda less than 72 hours in advance of the meeting except in an emergency as per Texas Code.
6. Parents, employees, students and members of the public have no independent right to place items on the agenda or to force the board to consider an item, outside the applicable grievance process at Level Three.

### B. Preparation for Board Meetings

1. Board members shall, in advance of each meeting, familiarize themselves with the agenda items and the background materials provided by the administration for such items. Administration shall provide background materials on Thursdays before regular meetings except that materials will be provided on Wednesdays before regular June and July meetings. Information will be available to each Trustee online.
2. In the event a Board member is in need of additional information regarding an agenda item, or has questions for the administration as to an item, the Board member shall submit such requests or questions to the Superintendent's office as far in advance of the meeting as practicable but no later than Monday at 9 a.m. The Superintendent shall, to the extent feasible, provide such information or answer such questions in advance of the meeting, and shall furnish same information to all Board Members, without suggesting or soliciting any form of dialogue amongst Board members, directly or indirectly, outside a properly called meeting.

### C. Consent Agenda

1. The consent agenda includes items of routine and/or recurring nature, grouped together under one action item.
2. Background materials for each agenda item shall be furnished to the Board in the meeting's supporting documents.
3. All consent agenda items shall be acted upon by one vote without separate discussion.

4. A Board member may request that an item be withdrawn for individual consideration.
5. Voting results for all consent agenda items will be specified in the minutes.

## Member Conduct During Board Meetings

*With the exception of social events, any time four or more Board members are gathered, it is considered a meeting.*

### A. Patrons Addressing the Board

1. Open Forum: At regular meetings the Board may allocate 30 minutes in the aggregate to hear a patron or patrons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up as they arrive, indicating the topic about which they wish to speak. Only the topic indicated will be allowed.
  - i. During open forums, the Board is assembled to gather input **only**.
  - ii. Rules for the open forum will be strictly adhered to:
    - a. Board will limit response to 5 minutes per individual.
    - b. Board will accept written and/or oral testimony.
    - c. Delegations of more than five (5) persons shall appoint one person to present their views before the Board.
    - d. Board will not allow any derogatory comments, gestures, or distractions.
2. Board response to patrons addressing the Board:
  - i. Board members can hear comments.
  - ii. Board President may direct administration to investigate item(s) and report back to Board at a designated meeting.

### B. Discussion of employee performance (Board/audience)

1. The Board will **not** entertain comments on individual personnel in public session.
2. The Board will **not** entertain comments on individual students in public session.

### C. Board shall observe the parliamentary procedures in *Robert's Rules of Order*. (A copy of *Robert's Rules of Order* will be provided to each Board member.)

### D. Discussion of motions

1. All discussion shall be directed solely to the business currently under deliberation.
2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
3. The Board President has the right to recognize a Board member prior to giving their comments.

## Voting

- A. The Board President will vote on all action items.
- B. In case of a tie vote, the motion fails.
- C. A member will not abstain from voting except in the case of a legal conflict of interest or due to absence during discussion of the motion.

## Individual Board Member Request for Information or Report

- A. Board members shall request information and/or reports through the Superintendent.
- B. The district must comply with a request for information without the board member submitting a public information request in accordance with the Public Information Act (PIA).
- C. For requests that are 200 or more pages, the district must publicly post the cost of responding to the requests. The district must annually report to TEA, by September 1, the number of requests submitted by board members and the cost of responding to those requests.

## Citizen Request/Complaint to Individual Board Member

- A. The Board member should hear the citizen problem for full understanding of persons involved, date and place.
- B. Repeat problem back verbatim to citizen.
- C. Issue chain of command to citizen.
- D. Remind the citizen of due process and that the Board member must remain impartial in case situation goes before the Board.
- E. Refer citizen to appropriate person/chain of command. **MUST GO THROUGH COMMAND CHAIN.**
- F. Board member must talk to Superintendent as soon as possible.
- G. The Superintendent or designee will respond to citizen in a timely fashion.
- H. The Superintendent shall share resolution with Board members.

## Employee Request/Complaint to Individual Board Member

- A. The Board member will hear employee's problem for full understanding of persons involved, date and place.
- B. Repeat problem back verbatim to employee.
- C. Issue chain of command to employee.
- D. Remind the employee of due process and that the Board member must remain impartial in case situation goes before the Board.
- E. Refer employee to appropriate person/chain of command. **MUST GO THROUGH COMMAND CHAIN.**
- F. Board member must talk with the Superintendent as soon as possible.
- G. The employee will hear something from the Superintendent or his designee within a timely fashion unless the employee **requests** no contact from the Superintendent.

- H. The Superintendent shall share resolution with Board members.

### **Board Member visit to School Campus**

- A. All Board members are encouraged to attend any school event as their time permits.
- B. Board members are **not** to go unannounced into teacher's classrooms or individual buildings.
- C. Board members going on a campus will check in at the office as would any other citizen.

### **Communications**

- A. The Superintendent will communicate with all Board members via e-mail, voice mail and weekly updates.
- B. The Superintendent will meet with Board President as needed to discuss issues of the District.
- C. The Superintendent will communicate information in a timely fashion to all Board members.
- D. Requests to the Superintendent from the Board President or any Board member will be distributed to all Board members.
- E. The Board will keep the Superintendent informed via e-mail, voice mail, and telephone.
- F. The Board will communicate with its communities through public hearings, regular Board meetings, and regular publications.
- G. Individual Board members cannot speak in an official capacity outside the Board room.
- H. Board electronic and written communications regarding District issues should be routed through the Superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between Board members.

### **Evaluation of Superintendent**

- A. Formative Evaluation(s) will be conducted in closed session annually, in the spring.
- B. The Board will receive a copy of the superintendent's self-evaluation.
- C. The Board will review the superintendent's progress toward goals and objectives set forth in the District Goal's. The Board will then discuss with the Superintendent areas of accomplishment as well as areas in need of additional focus.
- D. A summative evaluation will be conducted in closed session annually in August and will include a discussion of the Superintendent's contract. The Board will use the approved evaluation instrument for the summative evaluation.
  - 1. A copy of the evaluation document, current goals, and evidence of attainment of goals will be provided in advance to each Board member.

2. Each Board Member shall complete the evaluation form prior to the August Board Meeting. Each board member will give their completed evaluation document to the Board President during the closed session at the August Board meeting.
3. During closed session the Superintendent may provide additional information and answer questions from the Board.
4. After the Superintendent is excused from closed session, Board will discuss the goals and performance under those goals.
5. Board President will compile the results by averaging the scores for the final appraisal report to be provided to the Superintendent. Board members may view the final appraisal report during the closed session.
6. Board and/or Board President will then discuss the performance evaluation with the Superintendent in closed session.
7. A copy of the appraisal report signed by the Superintendent and Board President will be provided to the Superintendent. A copy will also be filed in the superintendent's permanent personnel folder.

### **Evaluation of the Board**

- A. The Superintendent and Board may evaluate the efficiency and effectiveness of the Team of Eight.
- B. If the "Team of 8" chooses to evaluate itself, evaluation shall be conducted in closed session by consensus.
- C. If the "Team of 8" chooses to evaluate itself, evaluation shall be conducted annually.

### **Role and Authority of Board Member and/or Board Officers**

**(set by state statute)**

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. Five Areas of Authority as Stipulated by Law:
  1. Adopt and evaluate district goals
  2. Adopt and evaluate district policies
  3. Approve a school district budget and set a tax rate
  4. Hire and evaluate a superintendent and to delegate all administrative duties
  5. Communicate with the community through designated procedures
- D. PRESIDENT
  1. Preside at all meetings of the board.
  2. Appoint all committees, unless otherwise instructed by the Board.
  3. Serve as ex-officio member of all Board committees.
  4. Call special meetings of the Board (See policy BE).
  5. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
  6. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.

7. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
  8. Perform all customary duties of the office and other duties as may be required by law or the Board.
- E. VICE PRESIDENT  
Shall act in capacity of President in absence of President
- F. SECRETARY
1. Ensure the establishment and maintenance of accurate records of each Board meeting.
  2. Acting in absence of President and Vice President, the Secretary shall call meeting and election for President Pro-tem.
- G. Officers are nominated and elected annually at the first regularly scheduled Board meeting after the certification of the November election.

### Closed Sessions

- A. The Board may meet in closed session as provided for in the Texas Open Meetings Act, Government, Code, Chapter 551, subchapters D & E.
- B. To achieve flexibility, notice of the meeting will not identify which items will be heard in a closed meeting as opposed to an open meeting. A statement will be included on the notice specifying that any closed meeting will be held in accordance with Texas Government Code, Chapter 551, Subchapters D and E.
- C. Before any closed meeting is convened, the presiding officer will publicly identify such section or sections and such topics and subjects.
- D. The Board has the right to designate individuals whose presence may be required to address a topic during closed session.
- E. Board must vote in public session.
- F. Information during closed session **must** remain confidential.
- G. The Board President is required to sign a certified agenda of all closed sessions. The Board Secretary will complete the certified agenda for closed sessions. Certified agendas must be kept secured and confidential for at least two years after the meeting date and are only legally accessible to current board members.

### Media Inquiries to the Board

- A. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
- B. All Board members who receive calls from the media should direct them to the Board's spokesperson and notify the Board President and Superintendent of the call.

### Anonymous Communications

The PNGISD Board of Trustees and Superintendent encourage input; however, anonymous calls, internet postings or letters will not receive Board attention, discussion or response and will not result in directive to the administration.

### Reviewing Board Operating Procedures

Standard Board Operating Procedures will be reviewed and updated annually.



## **ETHICS FOR SCHOOL BOARD MEMBERS**

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

### **Equity in attitude**

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

### **Trustworthiness in stewardship**

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

### **Honor in conduct**

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

### **Integrity of character**

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

### **Commitment to service**

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

### **Student-centered focus**

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

## Board of Trustees



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## Mission

Our Mission is to...

Exercise fiscal responsibility by approving budget, setting tax rate, and evaluating facility plans.

Insure effective governance by hiring superintendent, determining policy, and approving employees.

Demonstrate leadership by establishing vision and mission, promoting teamwork, and participating in quality training.

Achieve highest standards of quality leadership through effective evaluation of the superintendent and district programs.

Improve public relations by recognizing the value of community involvement and commitment to educational excellence.

