

GRANBURY ISD



SCHOOL BOARD PROCEDURES HANDBOOK

Revised September 2019

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OPERATING PROTOCOL – TEAM COMMITMENT

We, the members of the Board of Trustees (School Board) of the Granbury Independent School District (GISD or the District), are committed to serving the children, staff, and citizens of this school district. We strive to provide a high quality public education to meet the needs of our students and our community.

We believe the success of the District depends upon a shared vision held by the school board, GISD staff, parents, and community, and we will strive, to the best of our ability, to uphold these aspirations.

Written and agreed upon team procedures provide a common framework and shared understanding, and serve to:

- Clarify expectations;
- Minimize confusion and discord;
- Maximize efficiency and effectiveness;
- Tell the who, what, when, where, and how of various situations and practices;
- Improve working relationships;
- Ease new members' transition;
- Keep agreements clear to all;
- Identify best practices for effective teamwork;
- Share procedures with community and staff; and
- Align Board operations with district policy, and local, state, and national law.

We adopt these operating procedures to guide our actions and assist us in our role as trustees. We further commit to review these operating procedures annually and to update, adopt or reaffirm them, as appropriate, at or near the annual Board reorganization. These procedures are intended to align with the local policies adopted by the Board to govern District operations. In the event of a conflict between these procedures and any legal or local Board policy, the applicable rule of law and/or Board policy shall control.

Policy Ref: BBE (Local)

BOARD GOVERNANCE

The Board of Trustees is the corporate body elected by the voters of the Granbury ISD to govern and oversee the management of the District.

All decisions made by the Board of Trustees shall be guided by:

- Local, state, and national laws;
- Best educational and governance practices; and
- District policy as adopted by the Board;
- District Vision, Beliefs, and Goals;
- Board Operating Procedures;
- Board Continuing Education efforts;
- Active communications with Superintendent and staff;
- Community standards and expectations determined through active community engagement;
- Commitment to Team of Eight concept.

Policy Ref: BA (Local), BBE(Legal), BBE (Local)

BOARD VISION, BELIEFS, AND GOALS

- The Board ensures creation and adoption of a shared vision that promotes enhanced student achievement.
- The Board keeps the district focus on the educational welfare of all children.
- The Board ensures that the vision supports the state's mission, objectives and goals for education established by law.
- The Board ensures that the district vision expresses the present and future needs of the children and community
- The Board demonstrates its commitment to the vision by using the vision to guide all board deliberations, decisions, and action.
- The Board annually reviews and reaffirms or revises the Vision, Mission and Goals.

BOARD MEETINGS

All Board meetings are held for the purpose of conducting the business of the District in public. Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. While meetings are held in public, they are not public forums for the purpose of engaging in interactions with the public. To allow for meaningful public participation in Board meetings, the Board provides a public comment section on the agenda for each regular business meeting. This public comment section is limited to five (5) minutes per individual or a total of thirty (30) minutes when more than one member of the public wishes to speak to the same subject/topic. The Board intends that all meetings shall be conducted in compliance with the Texas Open Meetings Act and all applicable law. *Policy Ref: BE(Legal), BE (Local), BBE(Legal), BBE(Local).*

Developing the Board Agenda

- To ensure that the agenda for each Board meeting includes topics that are necessary for the operations of the District and to assist the Board and Administration in preparing for Board meetings, the district will maintain an annual Board Planning Calendar that includes not only recurring matters the Board may consider, but also matters that are anticipated to come before the Board and other topics that the Board has requested.
- In consultation with the Board President, the Superintendent shall prepare a draft agenda for all Board meetings.
- The deadline for submitting items for inclusion on the agenda is noon on Tuesday before regular meetings and noon of the third calendar day before special meetings.
- The draft agenda will include those items reflected on the Board Planning Calendar, any items required by law, routine items and other items necessary for District operations, and any other items requested in accordance with operational procedures.
- Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval.
- Any member of the Board of Trustees may request that a subject be included on the agenda and the President shall ensure that any topics the Board or individual Trustees have requested by addressed on that agenda or scheduled for deliberation at an appropriate time in the near future. That request shall be forwarded to the Superintendent and President of the Board as soon as possible but not less than seven days prior to the meeting. (Items submitted for inclusion after the deadline or that require preparation time may, at the discretion of the Board President, be deferred to a later meeting. This decision is based on the time needed to prepare supporting information and to abide by legal posting requirements. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without the Trustee's specific authorization.
- Use of the consent agenda to present items for a single vote without discussion will conform to the following guidelines:
 - Placement of items on the consent agenda will be at the discretion of the Board President and Superintendent
 - Any individual Board member may ask questions or discuss an item on the consent agenda by identifying it and asking those questions prior to the vote or any Board member may request for individual consideration before the consent agenda is call for a vote.
 - Following action on the consent agenda, the Board President will call for discussion and action on any item(s) that were removed for individual consideration.
 - Examples of items routinely included on the consent agenda:
 - Minutes of regular and special Board meetings
 - Budget amendments
 - Regular bid and purchase items
 - Acceptance of financial reports

Policy Ref: BE(Legal); BE(Local); BJA(Legal); BJA(Local)

Notification of Board Meetings

- Board members will be notified at least 72 hours prior to a regular or special Board meeting and at least two hours prior to an emergency meeting.
- The Texas Open Meetings Act requires the District to post the agenda at least 72 hours in advance of any meeting. In an emergency, a meeting may be posted on two hours' notice.
- The Superintendent or designee shall forward the meeting agenda and any Board Agenda Packet of supporting information on Wednesday prior to the meeting to each Board member.
- Items appearing on the Agenda should be supported by an Executive Summary containing Background Information about the item and the Superintendent's or Designee's recommendation regarding the agenda item.
- The Board Meeting calendar prepared in June of each year shall serve as notice to Board members of the dates of regular meetings and study sessions over the course of the upcoming year. The President of the Board shall call special meetings at the President's discretion or on request by two member of the Board.

Policy Ref: BE (Local)

Conducting Board Meetings

- A quorum (four or more members) is required before a Board meeting may be convened.
- The Texas Education Code requires a school board to hold its meetings within the boundaries of the school district except in limited circumstances.
- The Board expects that Board members will attend every meeting except where unavoidable conflict prevents a member's attendance.
- The Superintendent shall attend all Board meetings unless his/her attendance has been excused in advance by the Board President or presiding officer.
- Parliamentary Procedure
 - The Board President serves as the Presiding Officer at Board Meetings. In the absence of the President, the Vice President will preside. If both are absent, the Secretary shall preside.
 - The Board shall be guided by the procedures detailed in *Roberts Rules of Order, Revised* (or as identified in adopted procedures).
 - The Presiding Officer has the responsibility to keep the discussion to the matter at hand and shall restrain discussion that is not pertinent to the business presently before the Board.
- Open and Closed (Executive) Session Format
 - The Open Session of every meeting shall begin at the time designated on the Agenda.
 - The Board may meet in Closed Session to address agenda items as allowed by the Texas Open Meetings Act.
 - Prior to entering a Closed Session, the Presiding Officer shall announce in Open Session that a Closed Session will occur and cite the applicable provisions of the Texas Open Meetings Act that authorize the Closed Session.
 - No action will be taken in closed session.

- The Superintendent shall attend all Closed Sessions except when the Board is deliberating the Superintendent's performance or as otherwise requested by the Board.
- The Board has the option to either keep a certified agenda or make a tape recording of the proceedings of each closed meeting, except for private consultation with the District' attorney with cannot be recorded, by law.
- It is the responsibility of each person who attends a Closed Session to maintain the information discussed in Closed Session in strict confidence.
- No person other than board members, the superintendent and those persons invited by the Board President and Superintendent, grievants and their representatives is entitled to attend or participate in Closed Sessions.
- The 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.

Transacting Business:

- When an agenda item is presented for consideration, the Board shall deliberate as necessary before a vote is called.
- The Board should work toward a consensus model of decision-making, which may not always be possible.
- Once a decision has been made by the majority of the Board, all Board members should respect the majority vote, recognizing that it carries the full authority of the Board, and respect that decision.

Policy Ref: (BE (Local))

Trustee Participation in Board Meetings

The Superintendent will supply each Board member with supporting information required for informed decision-making via the Board Meeting Agenda Packet.

- All participants will be prepared to address items on the Agenda.
 - Board members will read Agenda Packet materials before each Board meeting and be prepared to ask agenda-related questions and to deliberate the items as needed.
 - Board members may ask additional questions about agenda items in the meeting. However, the right to question should not serve as an excuse for lack of preparation.
 - Voting shall be by a show of hands, as directed by the President. Any member may abstain from voting and a member's vote or failure to vote shall be recorded.
 - Board members are encouraged to ask for information from the Superintendent or designee before the board meeting so that the administration is prepared with data-driven information that will address those questions. If the information requested is readily available, the Superintendent or designee will provide it to the requesting members and report it to the board at the meeting. If the requested information cannot be gathered prior to the meeting, the Superintendent or designee will make

every attempt to provide the answers or requested information at the meeting

- If a written report is provided in response to the request, all members will receive a copy.
- Board members shall not comment on or disclose personally identifiable information about any student in public session except when announcing student awards or recognition, unless the parent has requested that the discussion be held in public pursuant to the Texas Open Meetings Act.
- Except in the case of an emergency, no Board member shall engage in any electronic communication (i.e. e-mail, text message) with anyone else during a Board meeting.

- **Visitor Participation at Board Meetings**

- Every meeting of the Board shall be open to the public.
- Public comment opportunity will be included on all Board meeting agendas. A copy of policy BED(LOCAL) will be available for public review at the posted meeting site.
- Persons wishing to address the Board during open public comment will comply with provisions of policy BED(LOCAL) that outline the specific times and procedures applicable to public comments during Board meetings.
- Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer's designee before the meeting begins and shall indicate the topic about which they wish to speak. No presentation shall exceed five minutes **unless there are 10 or more persons, the Board president will then set a reasonable limit.** Thirty minutes may be allotted to hear persons who desire to make comments to the Board.
- During the public comment section of the meeting, Board members will listen to comments but, as the designated spokesperson, only the presiding officer may respond if a response to the speaker is required. Those responses are limited to:
 - Correcting misstatements of fact presented by the speaker
 - Referring the speaker to applicable Board policy.
 - Placing the item on a future Board agenda for discussion if not listed on the current board agenda.
- Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with the notice of the meeting.
- The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter of complaint or concern through resolution channels established by policy. If not, with the approval of the Board, the presiding officer will refer the person to the appropriate policy to seek resolution.
- If a member of the public has been afforded an opportunity to speak and his or her comments reflect a complaint about an individual district staff or Board member, the presiding officer will refer the speaker to the appropriate formal grievance policy.
- The Board must bear in mind that persons who speak during public comments have First Amendment rights. The Board should seek legal advice before disallowing a person's contribution to public comment based solely on the content of the speaker's comments.
- Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience

shall not enter into discussions or debate on matters being considered by the Board, unless requested by the presiding office.

Policy Ref: BE(Legal); BE(Local); BED(Legal); BED(Local)

Closed Session Record

- The Board will keep a certified agenda of the proceedings of each closed meeting, except for private consultation with the District's attorney, which cannot be recorded. Should any board member desire the tape recording of any closed session, a written request must be made prior to the posting of the agenda for that meeting and the Board Packet posted for Board Members shall reflect that Closed Session Records
- Closed meetings may not be recorded by an individual trustee against the wishes of a majority of the Board.

PERSONNEL

Superintendent

- Hiring a Superintendent
 - The Superintendent is the only District employee that the Board directly hires.
 - If a vacancy for the Superintendent occurs or is anticipated, the Board will determine the process it desires to follow to fill the vacancy.
 - The Board will follow all applicable law in the hiring process.
- Evaluating the Superintendent (*Policy Ref: BJCD (Local)*)
 - The Board will evaluate the performance of the Superintendent at least annually. Goals shall be conducted in September. A formative evaluation shall be conducted in January of each year. The summative evaluation shall be conducted in June. The evaluation shall be discussed during a Closed Meeting using the evaluation instrument that the Board has developed.
 - The Board, or a subcommittee designated by the Board President, will regularly review the Superintendent's evaluation instrument to ensure it continues to be appropriate.
 - Prior to the annual evaluation in June, each Board member may complete an approved written instrument to independently evaluate the Superintendent's performance. A Board member must provide the individual assessment to the Board President (or President's designee) by an agreed-upon date before the scheduled evaluation so the ratings and comments may be consolidated into a single evaluation document to be provided to the Superintendent during the evaluation. Copies of the consolidated evaluation shall be distributed to all Board members prior to the summative conference in which the evaluation is presented to the Superintendent.
 - Interim performance evaluations may be conducted at such times as the Board determines will be beneficial. The Board shall provide the Superintendent with adequate notice of any evaluation and the Superintendent and Board President shall confer to develop the format.
 - A Board member who has a concern about the professional performance of the Superintendent shall discuss such concern with the Board President who shall determine the most appropriate manner to bring the concern to the Superintendent's and the Board's attention.
- Out of state travel by the Superintendent shall be approved by the Board prior to such travel.

Other Personnel (*Policy Ref: DC (Local)*)

- The Board reserves the right to approve or disapprove the hiring, discharge, or nonrenewal of personnel who are employed under Chapter 21 contracts.
- The Board has delegated to the Superintendent the authority to hire and discharge non-certified, at-will personnel.
- Board members may serve as ambassadors to educate potential employees about employment with the District, but should refrain from lobbying the Superintendent or other Board members for the employment of specific individuals

ELECTIONS

Board Members serve three-year terms that expire on a rotating basis. A Trustee election is held each November, or as otherwise required by law, to fill seats that are or will become vacant. If all seats are uncontested, the election may be cancelled.

Board members strive to govern the District in a nonpartisan manner and to work with all elected officials in the other governmental entities with which the District interacts. To support that goal, the Board will not endorse any candidate running for public office. Individual Board members may participate in the electoral process according to their individual consciences but should refrain from using their influence as a Board member as a forum for endorsing candidates.

Policy Ref: BBB (Local)

Board Members Seeking Reelection

- Board members shall follow applicable law in all campaign activities.
- Candidates shall not solicit District employees during District work hours for endorsement.
- Neither Board members nor employees may use any District resources, materials, or systems for any campaign activities or political advertising. (*Ref: Tex. Educ. Code § 11.168; Tex. Election Code §§ 255.003, 255.0031*)

Board Officer Elections

- The Board shall elect officers at the meeting in which a new Board is seated.
- The Board elects officers to facilitate effective operations and governance. Officer designations are not intended to single out members for special recognition except as necessary for operational purposes.
- First year Trustees may not be elected to office.
- At least two business days prior to the meeting at which Board officers are to be elected, each Board member interested in being considered for one or more officer positions should provide a written statement to the other Board members through the Superintendent's secretary which reflect the member's credentials and willingness to serve. Failure to provide such a statement, however, does not disqualify a member from serving as an officer.
- Board members shall not solicit votes or otherwise seek commitments from other board members outside of a called meeting. Board members should informally discuss the qualifications of all members interested in each office before any nominations are made. To the extent permitted by law, all discussions should be held in executive session and should remain confidential.
- A candidate for Board President should have served at least two years as a Board member and received, or commit to receiving as soon as possible, formal training in the duties of a Board President.
- The Board elects the following officers each year at the first regular meeting following Board elections:
 - President
 - Vice President
 - Secretary
- The Board also elects members to fill the following responsibilities each year:

- TASB Delegate
- TASB Delegate Alternate

Policy Ref: BDAA (Local)

Board Vacancies

If a Board vacancy occurs, the remaining Trustees will determine whether to fill the vacancy immediately by appointment or special election or leave the vacancy open until the next scheduled election. The Board will follow all applicable law in its decision making regarding a Board vacancy.

Policy Ref: BBC (Legal)

Board Committees

- The Board President shall appoint up to three Trustees to a special committee created by the Board to fulfill specific assignments or work collaboratively to address a particular area and to prepare draft documents or other work products for the Board's review and adoption. These committees shall make reports and recommendations to the Board but have no other authority, unless otherwise provided by action. The committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board. Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.

Policy Ref: BDB (Local)

DISTRICT COMMITTEE REPRESENTATION

Board members shall represent the Board of Trustees on various District committees and at District events, including but not limited to:

- District Advisory Committee (*Policy REF: BQA (Local)*).
- District Student Health Advisory Committee (SHAC).
- Granbury ISD Education Foundation Board (annual).
- Other special committees or events as assigned.

Policy Ref: BDB (Local)

COMPLIANCE WITH STANDARDS OF PROFESSIONAL PRACTICE

- Board members are expected to comply with these Standards and other best practices to serve the best interests of the District.
- A Board member who believes another Board member repeatedly has failed to comply with these procedures shall first discuss the concern personally with the Board member.
- If personal discussion between the individual Board members fails to satisfactorily resolve the concern, the concerned Board member should seek assistance from the Board President who will engage in further discussions with the Board members or attempt other informal measures to assist the members in resolving the concern.

COMMUNICATIONS

Board members are the leaders of the Granbury ISD and must always strive to serve the best interests of the District in their actions and communications. In carrying out this important role, Board members must always be mindful of their actions and words. A Board member shall take no action that would impugn the reputation of the District, its employees, or other trustees in any manner. When communicating, orally or in writing, or otherwise in representing the District in any activity, Board members are expected to:

- Interact in a positive and professional manner and serve as ambassadors for the District;
- Promote understanding of the District's vision, beliefs, and goals;
- Understand that no comment or statement is "off the record;"
- Treat employees, students, and community members in a polite and respectful manner;
- Avoid criticism of fellow Trustees, employees, students, and community members;
- Avoid disclosing any confidential information about District operations, employees, or students;
- Respect all Board decisions;
- Align communications with District and Board official positions and Board decisions;
- Disclose only accurate information and refer questions that he or she is unable to accurately answer to the Superintendent for further response;
- Clarify the Board member's authority, limitations, responsibilities, and obligations when speaking or acting as a member of the Board.

COMMUNICATING WITH BOARD MEMBERS BETWEEN MEETINGS

- Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, attending approved training, or socializing under circumstances that do not conflict with or circumvent the requirements of the Texas Open Meetings Act. (*Ref: Tex. Gov't Code, Ch. 551*)
- Board members may not and shall not communicate with any other Board members for purposes of soliciting votes with respect to items of business that may come before the Board.
- Board members who wish to share information relevant to District business will relay the information to the Superintendent's office for distribution to all members or distribute to Board members via voice mail or e-mail.
- The Superintendent will communicate with Board members regularly and on an as-needed basis to inform Board members of all pertinent District information, including such items as:
 - District events.
 - District operational matters related to students, personnel, or facilities.
 - Progress reports on directives.
 - Follow-up reports in answer to Board member questions.

- Updates on administrative matters or District operations.
- Other matters as may be required to ensure that Board members remain well-informed.
- The Superintendent will meet with the Board President as needed, or communicate by telephone, fax, and/or email to inform him or her of District issues that may need to come before the Board for information or action.
- The Board President may direct the Superintendent to distribute copies of documents to each Board member for information. Email is the preferred method of distribution unless unusual circumstances dictate an alternate method.
- The Superintendent will promptly communicate information requested by a Board Member to all Board members. If requested information is not readily available, the Superintendent shall respond to the Board member within the five business day period informing the Board member that the information is not readily available and will be provided in as timely manner as possible without interfering with the regular conduct of district business.

REQUESTING INFORMATION NOT RELATED TO AGENDA ITEMS:

- Members should request information not related to a meeting agenda item directly from the Superintendent with a copy of the request to the Board President. Members normally should not seek such information directly from other staff members.
- The Superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
- If the requested information can be provided from readily available data with no diversion of staff time, then it normally will be provided within five business days after the request.
- If the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requestor and the Board President and commit to a time frame for providing the information.
- The Board President may elect to place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
- If the Board agrees that the information is important for future decision-making, then the Superintendent will direct that a report be developed and provided as requested by the Board and commit to a time frame for providing the information.
- All Board members will receive a copy of any report generated by a Board member's request in accordance with this procedure.

Policy Reference: BE (LEGAL), BBE (Local), BJA(LOCAL)

RESPONDING TO COMMUNITY OR EMPLOYEE COMPLAINTS OR CONCERNS

From time to time, employees or community members may seek out a Board Member to discuss a concern or complaint. While a Board member, understandably, desires to be responsive to a constituent, the member must not lose sight of his or her role and authority when receiving such communications. The following guidelines are intended to assist the community and Board members in handling these communications in an appropriate manner:

- Listen briefly and respectfully. Remind the complainant of the Board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the Board on appeal. It is not a Board member's role to seek out or investigate the information by questioning employees, students, or community members, or to engage in other investigatory activities, and it is improper for a Board member to do so.
- Determine if the complainant wishes only to express dissatisfaction or if she/he desires some action be taken to resolve the issue.
- Ask if the complainant has followed the process outlined in district's applicable complaint policy, and refer complainant back to the process as the first-line approach to solving problems or addressing concerns.
- Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
- If the complainant is not familiar with the District's process for resolving concerns, provide the following information:
 - The complainant should first discuss the problem with the person in authority closest to the problem.
 - If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person closest to authority.
 - The administrative supervisor will help the complainant initiate any correspondence or forms required in policy and attempt to resolve the complaint.
 - If still not satisfied, the complainant may appeal to the superintendent or designee for resolution.
 - If the Superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the Board following local policy.
(Policy Ref: DGBA (Local)(employee complaints), FNG (student/parent complaints), GF (public complaints))
- A Board member may assure a complainant that he/she will pass on the complaint or concern as appropriate, but a Board member must avoid promising a complainant, either directly or indirectly, that a particular result will occur or that particular action will be taken in response to the complaint or concern.
- Board members will inform the Superintendent of complaints that might eventually reach his/her office from staff and community, but will not direct the superintendent to take specific actions.

- Board members will inform the Board President of complaints and concerns they have passed on to the Superintendent or which the complainant has referred to the appropriate administrator after speaking with the Board member.
 - The Superintendent shall inform the Board of the resolution of complaints referred by Board members if the complaint requires Superintendent intervention.
- Related Policies DGBA(Legal), DGBA(Local)-Pertains to employees; FNG(LEGAL), FNG(LOCAL) – Pertains to parents and students; GF(LOCAL) – Pertains to public complaints.*

BOARD MEMBER COMMUNICATIONS WITH THE MEDIA

Regarding Executive Session Items

- The Board President or designee will serve as the Board’s spokesperson to the media on issues regarding board actions.
- The Superintendent or, in his or her absence, a specified designee shall be the official District spokesperson to the media on issues of District operations or activities.
- Any Board member who receives a call from the media requesting information, comments, or an interview will direct the media representative to the Superintendent (or Superintendent’s communications department designee) for District business and to the Board President for Board-specific issues.
- Board members shall be bound by all provisions of the open government laws concerning discussion during any closed session.

Regarding Non-Executive Session Items

- A Board member who chooses to speak to a media representative should clarify at the beginning of the interview that he or she is speaking only as an individual and not as an authorized representative of the Board of Trustees. Along with the Board member’s personal comments, the Board member will remind media representatives of any official position or action already taken on the issue by the Board of Trustees and refer media to the spokesperson for further information.
- Written communications dealing with school district issues submitted for media publication (such as letters to the editor, magazines, blogs, etc.), with the exception of Board member campaign material, should be coordinated with the Board President and then communicated to other Trustees.
- It is inappropriate for a Board member to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.

Related Policies BBF(LOCAL); BDAB(LOCAL, BJA(LOCAL), and GBB(LOCAL)

BOARD MEMBER COMMUNICATIONS WITH THE COMMUNITY

- Board members are encouraged to participate in community activities as liaisons between the public and the District. When doing so, Board members are expected to:
 - Accurately relay information about District vision, beliefs, and goals.
 - Clarify a Trustee’s limitations, obligations, and responsibilities as a member of the Board.
 - Support Board decisions.
 - Interact in a positive manner.
 - Listen politely and respectfully to comments.
 - Make no commitment on behalf of the Board or District.
 - Avoid criticism of District personnel and fellow Board members.
 - Refer questions about specific District activities to the appropriate staff person if he/she does not know the answers.
 - Be cognizant that the Board member is seen and perceived as a Board member. Comments or statements are not made “off the record.”
- While the Board of Trustees encourages community input, it will not take action on the basis of anonymous calls or letters.
- Signed communications received by the Board or a Board member will be forwarded to the President or Superintendent for inclusion in the board information packet.

MEMBER-TO-MEMBER COMMUNICATIONS

- General Communications
 - Board members are expected to communicate with each other and with District staff in a professional and collegial manner to support the mission of the District.
 - Board members should be respectful of fellow Board members’ opinions offered during deliberations.
 - Board members may communicate information to one another provided all such communications are consistent with the member’s obligations under the Texas Open Meetings Act (*Ref: Tex. Gov’t Code, Ch. 551*).
 - **Written communications dealing with the business of the District constitute public information under the Texas Public Information Act and may be subject to disclosure upon request (*Ref: Tex. Gov’t Code, Ch. 552*).**
- Conflict Resolution
 - It is expected that Trustees will attempt to informally work out any personal or professional conflicts with each other such that the members continue to work in a collaborative and effective manner to serve the best interests of the District.
 - If conflicts arise between Trustees related to Board business that cannot be resolved through personal communications between the members, the Board President will attempt to informally mediate the conflict and achieve resolution.
- Expressing Concern about Another Member’s Performance

- Individual Trustees are encouraged to express their concerns about another member's performance.
- If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
 - The Board President shall discuss the concern with the individual in question on behalf of the reporting Trustee or shall moderate a discussion between the members. If a quorum of the board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
 - The President shall remind the Trustee whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Trustee to policies or procedures that outline questionable behavior or refer the Trustee to policies or procedures that outline approved ways in which to deal with the issue that prompted the questionable behavior.
 - If the Trustee in question does not believe his or her behavior is in conflict with the Board's code of ethics, an agenda item specifying "evaluation of individual board members' performance" may be listed on the agenda for an upcoming Board meeting.
 - The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
- If the concern involves the Board President, a member shall discuss his or her concerns with the Board Vice-President.
- Members will not speak negatively about another Trustee, Superintendent, or staff in the community.
- *Related Policies: BBFA(LEGAL), BBF(LOCAL)*

BOARD MEMBER VISITS TO CAMPUSES OR DISTRICT FACILITIES

- Board members are encouraged to attend as many school events or to accept any invitations as their time permits.
- Board members may visit any campus after checking with the principal regarding the best time to visit, as long as the visit does not disrupt the learning process.
- Board members shall check in with the principal's office upon arrival and follow all campus guidelines for visitors. Board members are strongly encouraged to display their badge identifying them as a Board member at all times.
- Board members may not give any direction to any staff or students, except when safety or liability is immediately at risk.
- When visiting with teachers or administrators of their own children, Board members will make it clear that they are acting as parents rather than as Board members.

- Board members will not request or accept extraordinary consideration or “favors” from any District employee.

Policy Ref: GKC (Local)

BOARD DEVELOPMENT AND ADVOCACY

CONTINUING EDUCATION

- The Board places a high priority on continuing education and continuously seeks to improve Board and individual member effectiveness through intentional and deliberate participation in continuing education programs.
- Each Board member commits to completing all legal requirements for continuing education. (see exhibit for Continuing Education Requirements).
- Board Training Hours shall be announced, in accordance with state law, at the February Board Meeting.
- The Board shall determine priority areas for continuing education for each member during the upcoming year with the use of an Annual Continuing Education Calendar. Considerations should include:
 - Training for the Board of Trustees as a Team;
 - Board member individual growth; and
 - Financial constraints and travel required for various programs
- The Granbury ISD Board has approved the following Board Trainings
 - TASB Winter Governance.
 - TASB On-line Training.
 - Team Building (Conducted in District).
 - Region XI Workshops.
 - Cross Timbers Training.
 - North Texas Area Association of School Boards (NTAASB) Training.
 - In-house educational updates provided by staff or invited guests.
 - Education Code Update.
- The Board will strive to attend a minimum of one of the following events each year as a team:
 - TASB/TASA Convention
 - TASB Summer Leadership Institute
- To ensure the most effective use of District funds, the Board President will coordinate the training activities that Board members will attend where travel or large enrollment fees are required.
- Board Members desiring to attend other workshops or conventions should have the request placed on a Board Agenda for approval by the Board.
- Great value is placed on Board member participation in Continuing Education Opportunities.

Policy Ref: BBD (Local)

BOARD TRAVEL EXPENSES

Expenses incurred by Board members related to these activities are generally reimbursable by the District. Such reimbursable expenses would include:

- Basic travel in accordance with standard district employee travel including standard fares on a commercial carrier or mileage based on the current District mileage rates; receipts required.
- Lodging in accordance with Texas State Comptroller's travel regulations.
- Per Diem of \$72.00.
- Registration and memberships – cost of registration for directly related activities are reimbursable. Cost of membership in organizations directly related to district activities is reimbursable.
- Spouse/guest – if a spouse travels with a Board member, the District will only reimburse those costs which would have been incurred for the Board member alone. An exception may be made for events where the Board member and spouse/guest are expected and invited to represent the District.

NEW BOARD MEMBER ORIENTATION

- Local district orientation will be scheduled to take place within two weeks of the date a new Board member takes the oath of office, but no later than four weeks.
- The Superintendent and at least one incumbent Board member will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.
- Orientation will include, but is not limited to:
 - General district information such as:
 - Geographic area included and number of square miles
 - Campus attendance boundaries
 - Number of students, teachers, and other employees
 - Number of campuses and their enrollments.
 - Student demographics.
 - Administrative structure and director of key personnel.
 - Ongoing issues of interest to patrons.
 - Overview of district programs and operations such as:
 - District vision, mission, goals, and plans including:
 - District planning and evaluation process and calendar
 - Most recent AEIS report, campus report cards, and district annual report.
 - District budget overview including:
 - Current adopted budget summary
 - Recent trends in revenue, appropriations, tax rates, property values.
 - Annual financial audit.
 - Development process and calendar.
 - Policy development and review process and location of manuals.
 - Personnel hiring practices and salary schedule.

- Superintendent performance goals, current Superintendent evaluation instrument, process and calendar.
- Team operations, including:
 - Overview of roles and responsibilities of the Board and Superintendent.
 - Required continuing education and calendar of training opportunities.
 - Current team improvement goals and continuing education targets.
 - Annual board agenda calendar.
 - Calendar of district and board events.
 - Current team operating procedures.

Related Policies: BBD(LEGAL)

BOARD ADVOCACY

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

- The Board shall create District Legislative Priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators. Those priorities may be updated as necessary to remain current and responsive.
- The Board shall annually determine a process for organized engagement between Trustees and local, state and federal community and elected leaders.
- The Board will coordinate advocacy efforts with the District's Director of Communications and Public Affairs, and will utilize resources from TASB and NSBA.
- Board members are encouraged to maintain membership in TASB's School Board Advocacy Network (SBAN).

APPENDIX

MISSION, BELIEFS, AND DISTRICT GOALS

BOARD MEMBERS: ETHICS (BBF LOCAL)

TEAM OPERATING PROCEDURES OVERVIEW

BOARD ACTIVITY CALENDAR

CONTINUING EDUCATION REQUIREMENT FOR BOARD MEMBERS

MISSION, BELIEFS, AND DISTRICT GOALS

G2025 STRATEGIC PLAN

Mission Statement

Our mission, in collaboration with unique partnerships, is to provide a rigorous academic curriculum along with enriching and individualized opportunities empowering every student to compete in an ever-changing world.

We Believe That . . .

We believe students' futures are impacted by access to and use of opportunities to foster their unique capabilities and interests.

We believe partnerships between parents, students, teachers, and the community are vital to the success of our school system.

We believe cultivating positive relationships is essential for successful learning.

We believe adaptable students who are life-long learners will be empowered to shape their world. We believe providing an optimal environment enables each student to discover his or her full learning potential.

District Goals – G2025 Strategic Plan

- Goal 1** We will develop and provide high-quality instruction and learning opportunities that support rigor and engagement to ensure all students are prepared for post-secondary success.
- Goal 2** We will provide innovative opportunities to expose students to real-world environments engaging them into diverse partnerships fostering leadership.
- Goal 3** We will engage students in all grade levels through participation in innovative and diverse activities to build character, leadership, and teambuilding skills.
- Goal 4** We will evaluate and utilize facilities in innovative ways based on current needs and demographics to plan effectively for future growth to benefit all students.
- Goal 5** We will adopt and implement responsible, transparent, adaptive, student-focused fiscal policies that meet the basic state and local requirements and support innovation.
- Goal 6** We will support student success by providing and retaining the appropriate quantity of qualified staff.
- Goal 7** We will maintain an optimal infrastructure that supports the appropriate number of devices to engage students in innovative, balanced, ethical, authentic learning opportunities and the training necessary to implement effectively.

Policy Ref: BQ (Local)

BOARD MEMBERS: ETHICS (BBF LOCAL)

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.

HONOR IN
CONDUCT

- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- 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.

INTEGRITY OF
CHARACTER

- I will base my decisions on fact rather than supposition, opinion, or public favor.
- 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.

COMMITMENT
TO SERVICE

- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.

STUDENT-CENTERED
FOCUS

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

TEAM OPERATING PROCEDURES OVERVIEW

Definition

A set of agreed upon steps or statements which define how the team will accomplish an important activity.

Benefits of Having Written Team Procedures

- Clarify expectations
- Minimize confusion and upsets
- Maximize efficiency and effectiveness
- Tell who, what when, where, and how of various situations and practices
- Improve working relationships
- Ease new members' transition
- Revise easily
- Keep agreements clear to all

Essential Characteristics of Effective Procedures

- Statements of specific behaviors with the same meaning for all
- Enough detail to provide the same understanding by all (who, what, when, where, why, to whom, how much, etc.)
- Aligned with adopted policy
- Written
- Discussed and agreed upon by all
- Reviewed annually
- Revised as needed

Tips for Developing Team Operating Procedures

- Agree as a team to develop team operating procedures
- Prioritize
- Agree on the best team work process
- Agree on work time lines
- Strive for shared understanding and agreement on each procedure
- Share procedures with community
- Review procedures annually or any time the team changes

2019-20 GRANBURY ISD BOARD ACTIVITY CALENDAR

| | September | October | November | December | January | February | March | April | May | June | July | August |
|----------------------------------|---|---|--|---|----------------------------|--|---|--|---|---|--|--|
| Planning & Evaluation | FIRST Rating State <u>Accountability</u> Federal Budget Campus Improvement Plan | Supt.-Strategic Plan Update District Improvement Plan Board Hours | Transportation Report Maintenance Report | TAPR <u>REPORT</u> Evaluate Goals School Calendar <u>Tech Plan</u> Course Catalogue | Approve School Calendar | Budget Assumptions & Calendar Student Attendance/Truancy Report | Instructional Materials Purchases (Textbooks) Board Meeting Schedule for next year | Supt.-Strategic Plan Update Region 11 Contracts Lamar Awards | Athletic Report Foreign Exchange Waiver | Board Meeting Schedule Salary & Stipend Schedules Contracts to County Joint Elections | Budget Workshop Student Code of Conduct Child Nutrition Report Custodial Report | Budget & Tax Rate Technology Purchases Summer School Report |
| Personnel | Goal Setting for Superintendent | | | | Supt. Formative Evaluation | Renew Admin. Contracts | | Renew Non-Probationary Teacher Contracts | Renew Probationary Teacher Contracts | Present Summative Evaluation & Act on Supt. Contract | | |
| Business | | Review Investment Policy | | Accept Audit Report | | | | | | Present Preliminary Budget Supt. Salary Schedule Approve Salary Schedules | Review Cert. Appraisal Roll Budget Workshop Property/Casualty Ins. | Conduct Budget Hearing Adopt Budget Set Tax Rate Elect TASB Delegate |
| Team Development | TASA/TASB Conference | | Election Day Certify Election Reorganize Board | Orientation of New Board Member(s) Review Procedures Manual Team of Eight Training | | Winter Governance | | | TASB/Cross Timbers Council | Call Board Election Summer Leadership Institute | | |
| Policy | | | | Review Local Board Policies | | | | | | | | |
| Dates to Remember | Team of Eight | 50 Fellows | | STARS Graduation | | | | | Academic Req Banquet Senior Awards Graduation | | | Candidate Workshop |

CONTINUING EDUCATION REQUIREMENT FOR BOARD MEMBERS

Board Training Requirements

| | Tier 1 Orientation/ Updates | Tier 2 Teambuilding | Tier 3 Additional, based on assessed needs | Tier 4* Student Achievement |
|--------------------|--|-------------------------------|---|--|
| New | Local Orientation Orientation to the Texas Education Code | 3 hours each year | 10 hours first year Open Meetings** Public Information** | 3 hours every two years |
| Experienced | Legislative Update After legislative session | | 5 hours each year | 3 hours every two years |



* Added in 2018

** OMA and PIA training is required of all elected officials and is not specific to SBOE training rules for school board members.

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Board Training Hours are reported at the January Board Meeting.

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- Region XI Workshops
- North Texas Area Association of School Boards (NTAASB) Training
- Education Code Update

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