

# Leander Independent School District



## Board of Trustees General Operating Procedures

2013

# Leander ISD Board of Trustees Operating Procedures

## I. 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 uniform election dates established by the legislature and generally on the second Saturday in May.
- B. A meeting will be held not earlier than the 8<sup>th</sup> day and not later than the 11<sup>th</sup> day after the election to canvass returns and for new members to file the Statement of an Elected Officer. (Policy BBB Exhibit)  
<http://www.tasb.org/policy/pol/private/246913/pol.cfm?toc=B>
- C. The newly organized Board will meet at the next regularly scheduled meeting after the results are canvassed for the official swearing-in of new members and to elect the following Board officers: President, Vice-president, and Secretary.
- D. For specific policies related to Board Member Elections, see District Policy BBB (Legal):  
[http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BBB\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BBB(LEGAL).pdf)
- E. If possible, the Board President and a currently seated Board member will visit with new Board members will occur prior to the first regularly scheduled meeting after election results are canvassed.

## II. 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. (Refer to Governance Process 7 for more information on the annual agenda planning process.)  
<http://www.leanderisd.org/docs/1-GovProcess.pdf>
- B. 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. 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 will do so. In accordance with the Texas Open

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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.

3. Board agendas will be electronically delivered to board members six 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, under Chapter 551 (Open Meetings) 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 where a quorum exists.
6. Should two members wish to remove an item from the consent agenda, it will be discussed as a separate action item.
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.

### III. Board Meetings

- A. The Leander ISD Board of Trustees typically holds regular meetings on the first and third Thursdays of each month. Meetings normally begin at 6:15 p.m., but times may vary. Additional meetings on specific topics will be scheduled by the Board as needed. 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) of the Texas Government Code.
- B. For the most updated information on meetings, visit the LISD Board Meeting website: <http://www.leanderisd.org/default.aspx?name=about.board.meetings>
- C. For specific policies related to Board Meetings, see District Policy BBB (Legal): [http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BBB\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BBB(LEGAL).pdf)
- D. Citizen Comments
  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.
  2. Citizen Comments will normally be held at or near 7:00 p.m. A person wishing to address the Board shall sign up prior to the beginning of the meeting. On the day of the meeting, the sign-up sheets for Citizen Comments will be available at the meeting location. Each citizen should sign up personally, and speakers will be called forward in the order in which they signed up. The LISD Board seeks to conduct their meetings in a polite, professional manner, and would appreciate Citizen Comments being shared in a similar fashion.

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3. Each speaker will be given up to three (3) minutes. Speakers may not “donate” their time to another speaker.
  4. When five or more speakers wish to address the same agenda item, the Board asks that the group appoint one spokesperson who will speak for three (3) minutes.
  5. The Board discourages the use of PowerPoint or other electronic presentations. If a citizen believes that a PowerPoint is essential, please provide it to District staff by 6:00 p.m. so that it may be downloaded on the computer and ready for Citizen Comments without delaying others’ speaking opportunities.
  6. If citizens are bringing a written statement or support materials, please provide copies for the seven Board members and the Superintendent.
  7. Specific complaints about individual district personnel shall be processed through the District's grievance policy.  
[http://www.leanderisd.org/docs/1-parent\\_complaint.pdf](http://www.leanderisd.org/docs/1-parent_complaint.pdf)  
<http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=FNG%28L%29.pdf>  
<http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=FNG%28L%29.pdf>
  8. The Board requests that citizens not refer to students or employees by name during Citizens’ Comment.
  9. Citizens’ Comments may be limited at the presiding officer’s discretion.
- E. Board Response to Persons Addressing the Board During Citizen Comments
1. 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.
  2. 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.
- F. For specific legal policies related to public participation at Board meetings, see District Policy BED (Legal):  
[http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BED\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BED(LEGAL).pdf)

### IV. Executive Session

- A. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into executive session. The posted agenda for the executive session must be read aloud indicating the items to be discussed in executive session under Chapter 551 (Open Meetings) of the Texas Government Code. During executive

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sessions, 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 executive session shall remain confidential.
- C. The Board shall keep a certified agenda of the proceedings of each executive session. Only members of the Board (whether present at the executive session or not) can review the minutes of an executive session without a court order. A Board member wishing to review the certified agenda of an executive 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 executive session, see district policy BEC (Legal):  
[http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BEC\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BEC(LEGAL).pdf)

### V. Conduct During Board Meetings

- A. Four members present constitute a quorum for a meeting.
- B. The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*.
  - 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.
- C. Citizens' Conduct
  - 1. Board meetings are held in public to conduct the business of the district, as distinguished from public meetings. 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.
  - 2. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.

### VI. 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.

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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.

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## VII. Evaluation of the Superintendent

- A. As outlined in Governance Policy 4, the Board will view Superintendent performance as being identical to organizational performance. Superintendent performance will be monitored systematically against only the Superintendent job expectations, reasonable progress toward organizational accomplishment of the Board's Results policies, and organizational operation within the boundaries established in the Board's Executive Expectation policies.

<http://www.leanderisd.org/default.aspx?name=about.board.policy.gov>

## VIII. Evaluation of the Board

- A. The Board shall self-assess its process and performance by monitoring Governance Process (GP) and Board/Superintendent Relations (B/SR) Policies throughout the year and according to the established Annual Agenda Planning Calendar. Self-monitoring will include comparison of actual Board activity to the provisions outlined in GP and B/SR policies.

<http://www.leanderisd.org/default.aspx?name=about.board.policy.gov>

- B. The Board will also self-assess process and performance during a debriefing session at the end of each Board meeting

## IX. Communications

### A. Board/Superintendent Communication

1. 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 (EE-10). The Superintendent will communicate information in a timely fashion to all Board members through:
  - a. Board meetings and executive sessions.
  - b. Board correspondence.
  - c. Telephone calls.
  - d. One-on-one meetings.
2. 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.
3. As outlined in Board Policy B/SR-1, the Board's official connection to the operational organization is the Superintendent. However, to facilitate communication, the Superintendent designates other executive staff members as Board contacts as follows: Assistant Superintendent for Business and Operations; Assistant Superintendent for Human Resources; Assistant Superintendent for

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Instructional Services; Executive Director of School and Community Relations; Executive Directors of School Improvement.

4. Correspondence related to formal complaints or grievances, as described in District 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.  
<http://www.tasb.org/policy/pol/private/246913/>

## B. Board Response to Contacts/Correspondence

1. Individual Trustees may communicate with members of the community as they deem appropriate. While Trustees strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence.
2. Letters and faxes addressed to individual Trustees and received in the Superintendent's office are delivered to that Trustee at the next Board meeting. If an item is urgent or time sensitive, the Trustee is contacted by email or telephone before the meeting.
3. Citizens may contact the Board of Trustees by email at [governance.team@leanderisd.org](mailto: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 Trustees 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 the Board President (or other member) responds to an inquiry in writing, all Board members will receive a copy of the response.
5. The Board of Trustees encourages input, and the confidentiality of individuals will be maintained to the fullest extent possible. Anonymous calls or letters will not receive a response and will not result in directives to the administration.

## C. 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. Confidentiality of the person writing the correspondence will be maintained to the fullest extent possible.

## D. Internal Board Communication



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1. Board members are encouraged to share information about noteworthy meetings and events with other Board members by e-mail or telephone. Board members should notify the Superintendent's office to allow for calendar additions and postings as needed.

### **X. 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 may e-mail or call the Superintendent or executive staff to ask questions or request information.
- D. The Superintendent may refuse to respond to requests that, in the Superintendent's opinion, would require a material amount of staff time or resources or which are disruptive or unreasonable. In such cases, the Superintendent will redirect the request to the full Board for authorization (B/SR-2).

### **XI. 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 District policy FNG and upon which the Board may be requested to take action. If a formal process is not underway, the Board member should take the following steps:
  1. Refer the parent, student or citizen to the appropriate employee or administrator(s) 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.

### **XII. Media Inquiries to the Board**

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- A. As stated in GP-5, 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. Individual Board members may respond to media inquiries as they deem appropriate; however, each individual member speaks in his or her individual capacity and not on behalf of the Board as a whole.
- C. A Board member who receives calls from the media should notify the Superintendent and the Executive Director of School and Community Relations.

### **XIII. 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.
- 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.
- C. Board members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with District Policy GKC (LOCAL):  
[http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=GKC\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=GKC(LOCAL).pdf)

### **XIV. Board Training Requirements**

- A. The Board must meet minimum annual requirements for training for the period between January 1 and December 31.
- B. The Texas Education Code requires the President of the Board to announce the status of earned training credits for each member of the Board of Trustees twice annually. The first announcement is a progress report on the training board members have received to date. This announcement occurs at the last Board meeting in December. The second announcement requires the President of the Board to officially notify the community of continuing education hours received by members of the Board at the meeting at which the Board calls its election of trustees. This announcement typically is made in February whether or not a trustee election is called.
- C. In addition to required training activities, Board members are encouraged to join the Texas Association of School Boards (TASB) and attend the TASB convention, as well as other relevant conventions, conferences, or clinics.
- D. For specific legal polices related to Board Member training see District Policy BBD (Legal):  
[http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BBD\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BBD(LEGAL).pdf)

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## **XV. 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. 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.
- C. For specific policies related to Board Member Travel Reimbursement, see District Policy BBG (Legal):  
[http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BBG\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/246913/pol.cfm?DisplayPage=BBG(LEGAL).pdf)

## **XVI. Reviewing the Board Operating Procedures**

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

## **XVII. Additional Resources:**

LISD Policy Governance

<http://www.leanderisd.org/default.aspx?name=about.board.policy.gov>

TASB - Board Policies

<http://www.tasb.org/policy/pol/private/246913/>