

## **BIRDVILLE ISD BOARD OPERATING PROCEDURES**

### **I. OPERATING RULES**

#### **A. Overview**

The Board defines the district's policies and goals that shall reflect the district's advocacy for all students. Board Members serve as advocates for all students by providing leadership at the local, state and national level. The policies set by the Board will insure that the district mission and goals are achieved. A responsibility of the Board is to hire a Superintendent, who then implements the policies and goals adopted by the Board. The Board shall evaluate the Superintendent's job performance based upon these policies and goals. These operating procedures will be reviewed annually by the Board and shall reflect a continuous improvement model.

#### **B. Effective Working Relationships**

A district is only as strong as the Superintendent/Board relationship. The Superintendent is the CEO of the organization and the Board is a governing body, much like a Board of Directors in a business setting. The Board must give the Superintendent leeway to accomplish the directives provided by the Board, without getting involved in the day-to-day minutiae.

An effective Board Member communicates with the Superintendent about a concern. It is the Superintendent's job to address concerns. Board Members should not violate the chain of command, causing disrespect and unclear expectations between staff, the Superintendent and the Board.

#### **C. Communications**

1. Superintendent will communicate with all Board Members via appropriate means such as direct conversation, telephone and/or weekly electronic mail.
  4. Requests to Superintendent from the Board Board Members via appropriate means, such
  5. Board will keep Superintendent informed via conversation, telephone and/or e-mail.
  6. The Board will communicate with the comm regular Board meetings, committee meeting
  7. Other than the Board President, individual B to speak in an official capacity outside the B

8. Information discussed in executive session will be kept confidential until Superintendent or the Board President notifies the Board that such information is public.
9. Board Members are encouraged to get to know staff members but are never to give staff members directives.
10. Board Members will not respond to anonymous communication, but may refer it to the Superintendent. Any such anonymous communication that pertains to criminal, health, or safety concerns shall be forwarded to the Superintendent for action. Board Members will be informed by the Superintendent of any actions to be taken, if appropriate.
11. Board Members who participate in social media should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online Board meeting.

**D. Meetings**

1. Establishing the Agenda

- a. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. A recommendation from at least two Trustees is required for an item to be included on the agenda. The Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.
- b. 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. In reviewing the preliminary agenda, the President shall ensure that any topics requested to be addressed by two or more Trustees 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 two or more Trustees without specific authorization of at least one-half of the Board Members making the request.
- c. Board Members shall be given notice of regular and special meeting at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.
- d. The deadline for submitting the preliminary agenda shall be 30 days prior to the meeting.
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- a. Keeps, or causes to be kept, an accurate record of the proceedings of each Board meeting.
- b. Act in capacity of Board President in the absence of the President and the Vice President.
- c. Countersign all warrants.
- d. Performs other duties as directed by the Board.

### **III. TRAVEL, TRAINING, AND ELECTIONS**

#### **A. Training**

1. Board Members shall complete continuing education annually in accordance with state statutes.
2. The Board shall complete their “Team of 8” (see Sec. VI A) training as prescribed by law each year.
3. The Board shall attend a legislative update as required by law.
4. Total required and completed training hours of each trustee and 6350124((5)(66)ED T6TBM

5. All personal costs (outside of travel, parking, lodging, and meals as allotted by law and District policy) will be borne by individual Board Members

responsibilities of school administrators or educators. As a courtesy and being respectful of time constraints of school staff and leadership, such visits, other than for special events or for parental duties, should be preceded by written notification to the Board President and Superintendent. Except for extraordinary reasons, Board Members should refrain from going into classrooms during instruction time and from being present during teacher preparation time.

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**B. Induction into Board Culture**

1. New Board

- c. A statement of agreement by a majority of the Board Members that the behavior is inappropriate.

**B. Public Sanction of Behavior**

1. The Board may also choose to issue a public sanction, either:
  - a. Concurrently with the private censure.
  - b. After the Board Member has still not modified the behavior, even following a private censure.
2. The sanction would consist of a calmly worded statement of:
  - a. The inappropriate behavior of the named Board Member.
  - b. The desired behavior.
  - c. A statement of agreement by a majority of the Board Members that the behavior is inappropriate.

**C. Withdrawal of Resources**

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