

## **1. DEVELOPING BOARD MEETING AGENDA**

### **A. Who can place items on agenda?**

1. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the agenda of any meeting all Trustee-requested topics that have been timely submitted. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
2. In accordance with Texas open meeting laws, 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 code.

### **B. Items that cannot be on the agenda**

1. All personnel issues must be conducted in an executive session unless specifically required by Texas Open Meetings Law.
2. Anything that violates right of privacy, i.e., Texas Open Meetings Act cannot be placed on the agenda.

### **C. Use of Consent Agenda**

- Routine Items
- Annual renewals of Region XII and TEA items
- Budget amendments
- Gifts, donations, and bequests
- Financial information
- Minutes of regular and special Board meetings
- Minutes of joint meetings with other entities
- Updates of Board Policy
- Routine personnel items
- Routine bid recommendations

## **2. MEMBER CONDUCT DURING BOARD MEETINGS**

(Anytime four or more Board members are gathered and discussing school business, it is considered a meeting.)

### **A. Patrons addressing the Board**

1. May place an information item (not-action) on the agenda by filing a request in writing to the Superintendent according to Board policy BED (local). Those items will be heard during the audience portion of the agenda.

### **B. Board response to patrons addressing the Board**

1. Board members can hear comments
2. Board President should direct administration to investigate item(s) and report back to Board at a designated meeting.
3. Board President recognizes all Board members prior to any Board members asking clarifying questions.
4. Board President designates time limits for patrons and Board members if necessary.

- C. 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.
- D. Hearings and Open Forums**
  - 1. During hearings and /or open forums, the Board is assembled to gather input only.
  - 2. The Board will not answer questions or enter into two-way dialogue except with their attorney in the case of an employee hearing.
  - 3. Rules for the open forum will be strictly adhered to.
    - a. Board will limit response to five minutes per testifier.
    - b. Board will accept written and/or oral testimony.
    - c. Board will not allow duplicate testimony.
    - d. Board President and/or their attorney is sole judge.
    - e. Board will not allow any derogatory comments.
- E. Board shall observe the parliamentary procedures in Robert's Rules of Order**
- F. Discussion of motions**
  - 1. All discussions 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.
- G. The Board President has the right to recognize a Board member prior to giving their comments.**

### **3. VOTING**

- A. The Board President may vote on any action items or to break a tie.**
- B. In case of a tie vote, the item is tabled for further discussion and reconsidered or returned on the next agenda as an action item.**

### **4. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT**

- A. Board members shall request information and/or reports through the Board President to the Superintendent. If the Board President questions the request, then it goes to the full Board for a majority vote.**
- B. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the entire Board.**

### **5. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

- A. The Board member should hear the citizen's problem for full understanding of persons involved, date and place.**
  - 1. Repeat problem back verbatim to citizen.

2. Issue chain of command to citizen.
3. Remind the citizen of due process and that the Board member must remain impartial in case situation goes before the Board.
- B. Refer citizen to appropriate person/chain of command. Citizen MUST GO THROUGH COMMANS CHAIN.**
- C. Board member must talk to Superintendent within 72 hours.**
- D. The Superintendent will respond to citizen within 72 hours of notification by the Board member.**

## **7. BOARD MEMBER VISIT TO SCHOOL CAMPUS**

- A. All members are encouraged to attend any school's events as their time permits.**
- B. Board members are not to go into teacher's classrooms or individual building for the purpose of evaluation.**
- C. Board members should follow standard visitor procedures.**

## **8. COMMUNICATIONS**

- A. Superintendent will communicate information in a timely fashion to all Board members. (i.e. Board Communiqué, phone, letters, email, etc.)**
- B. Board will keep Superintendent informed via telephone.**
- C. Board will communicate with its community through public hearings, regular Board meetings, and other means as necessary.**
- D. Individual Board members cannot speak in an official capacity outside the boardroom.**

## **9. EVALUATION OF SUPERINTENDENT**

- A. Board President obtains input from other members on Board approved indicators by the December meeting.**
- B. Evaluation is conducted in executive session by consensus at the Regular January meeting and at other times deemed appropriate.**
- C. Evaluation will be conducted every January.**

## **10. EVALUATION OF THE BOARD**

- A. Superintendent/Board evaluations are the same and are conducted in January.**
- B. Evaluation is conducted in executive session by Consensus.**

## **11. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS**

- A. Election is held in May of each year.**

## **12. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICER**

*Set down by State statute.*

- A. No Board member or officer has authority outside the Board meetings.**
- B. No Board member can direct employees in regard to performance of their duties.**
- C. PRESIDENT**
  - 1. Shall preside at all Board meetings.
  - 2. Appoint committees.
  - 3. Shall call special meetings and
  - 4. Sign all legal documents required by law.
- E. VICE-PRESIDENT**
  - 1. Shall act in capacity of president in absence of president.
- F. SECRETARY**
  - 1. Keep accurate record of Board meeting
  - 2. Acting in absence of President and Vice-president, the secretary shall call the meeting and election for the president Pro-tem.

### **13. ROLE OF BOARD IN EXECUTIVE SESSION**

- A. Board can only discuss those items listed in the executive agenda and as limited by law.**
- B. Board must vote in public session.**
- C. Information during executive session must remain confidential.**

### **14. MEDIA INQUIRIES TO THE BOARD**

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

### **15. PHONE CALLS, LETTERS & eMAILS**

- A. The EISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration.**

### **16. RESPONSE TO LETTERS & eMAILS**

- A. The EISD Board of Trustees encourages input. Signed letters and emails will be forwarded to the Superintendent. The Superintendent will respond and send copies to the full board.**