

# **Coppell ISD Board of Trustees**

## **Operating Procedures Handbook**



The mission of the Coppell Independent School District, as a committed and proven leader in educational excellence, is to ensure our learners achieve personal success, develop strong moral character, and become dynamic leaders and global citizens with a zeal for service by engaging each individual through innovative learning experiences led by a visionary staff and progressive community.

## I. DEVELOPING BOARD MEETING AGENDA

### A. Placing an Item on Agenda

1. The Superintendent and the Board President create agendas.
2. Any member of the Board of Trustees may request that a subject be included on the agenda for one meeting. That request will be forwarded to the Superintendent or the President of the Board.
3. The Superintendent will include on the agenda all trustee requested items that have been timely submitted.
4. The Board President will not remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

### B. Finalizing the Agenda

1. No item will be placed on the agenda less than 72 hours in advance of the meeting, unless an emergency or urgent public necessity exists.
2. Any agenda item added to the agenda after the original posting will be done in accordance with state law.
3. Agenda and supporting materials will be delivered to all Board members 72 hours prior to a meeting.

### C. Notifying Board Members of a Board Meeting

1. Board members will be notified of a meeting:
  - a. At least 72 hours prior to a regular or special meeting
  - b. At least 2 hours prior to an emergency meeting
2. Board members will be advised through the administrative reports as the agenda summary and complex agenda items are being developed.

### D. Items for Executive Session - The Board may conduct a closed meeting or executive session for the purposes described below:

1. Attorney consultation
2. Real property
3. Personnel matters, unless the individual who is the subject of the deliberation or hearing requests a public hearing
4. Other items allowed by law [See BEC(LEGAL)]

- E. Use of Consent Agenda - Understanding that one Board member has the ability to have an item removed, and/or discussed, and/or voted on separately at any time:
1. Routine items
  2. Annual renewals of Region X and TEA items
  3. Budget amendments
  4. Over \$500 tax refunds (under \$500 are approved administratively by Board authority)
  5. Gifts, donations, and bequests
  6. Financial information
  7. Minutes of regular and special Board meetings
  8. Minutes of joint meetings with city or other government units
  9. Minor items of policy
  10. Routine bid recommendations (anything already budgeted and less than \$50,000 for a single item purchase)
  11. As recommended by the Superintendent

**II. CONDUCTING BOARD MEETINGS - Anytime a quorum of Board members is gathered to discuss school district business, it is considered a meeting.**

- A. The Board will be guided by Parliamentary Procedures as Detailed in Robert's Rules of Order, as revised for small boards.
1. All discussion will relate to the business currently under deliberation.
  2. The Board President will halt inappropriate discussion.
  3. The Board President will:
    - a. Recognize members prior to them giving their comments
    - b. Be responsible for asking clarifying questions during hearings
- B. Persons Addressing the Board
1. Any person may address the Board at any regular monthly Board meeting at a time identified on the agenda.
  2. If the citizen's request to address the Board specifically identifies an agenda item, the Board President will ensure that the citizen's comments are heard prior to action on the specific agenda item.
  3. An announcement by the President that individuals not listed on the agenda, but wish to address the Board of Trustees, should see the Administrative Assistant to the Board to complete an information card and return the card to the Administrative Assistant by 7:30 p.m. Sign

up begins at 7:00 p.m. the evening of the meeting.

4. Citizen comments may be on items listed on the agenda or other areas of school district operations.
5. Each citizen wishing to address the Board of Trustees will be limited to three minutes, with the total time allocation for audience participation limited to 60 minutes.
6. If five or more persons sign up to address the Board on a single item, a spokesperson will be selected to speak for the group.
7. In an effort to hear from the community in a fair and equitable way, the Board of Trustees reserves the right to limit the time spent on one topic.

C. Non-Allowable Comments (Board/Audience)

1. The Board will not entertain comments on individual personnel or officials (by name or position) in public session (employees or Board members).
2. The Board will not entertain comments on individual students in public session.

D. Board Response to Citizens Addressing the Board

1. Board members will hear comments and not respond or enter into discussion with the audience during the meeting.
  - a. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
  - b. Items not on the agenda do not permit Board members to respond or discuss.
2. The Board President will acknowledge in writing every citizen that addresses the Board during open forum.
3. The Board President may direct the administration to investigate items and report back to the Board at a designated meeting.
4. The Board may respond only by:
  - a. Making a statement of factual information
  - b. Stating existing policy
  - c. Requesting to place the subject on a future agenda

E. Point of Personal Privilege

1. One minute per Board member, per meeting, will be allowed for point of personal privilege.

F. Hearings- Disciplinary hearings are handled under separate policy. All other hearings are defined as follows:

1. During public hearings, the Board is assembled only to gather input.
2. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
3. At the conclusion of the hearing or at a subsequent meeting, the Board will determine the results of the hearing.
4. Rules for the hearing will be strictly adhered to:
  - a. The Board's presiding officer will establish the amount of time allowed per presenter.
  - b. Testimony is to be presented orally or in writing, as detailed in Board policy.
  - c. Board will not allow duplicate testimony.
  - d. Board will not allow derogatory comments.
5. Hearings held in executive session follow essentially the same procedures, but a public audience is prohibited.

#### G. Town Meeting/Open Forums

1. Agenda for town meetings/open forums/Board workshops will be determined on a case-by-case basis.
2. Superintendent, Board President or designee will lead the discussions.

#### H. Discussion of Motions

1. The Board President has the responsibility to keep the discussion to the motion at hand and will halt discussion that does not apply to the business before the Board.
2. The President may make motions, second motions, enter into debate and vote.

### III. VOTING

#### A. Voting in Board Meetings

1. Voting will be by a show of hands and will be recorded in the official minutes.
2. No vote will be by secret vote.

#### B. Votes are Action of the Entire Board

1. Each Board decision, even when there are dissenting votes, will be an action by the entire Board and binding upon each member.

#### C. Conflict of Interest

1. In the event a Board member has a conflict of interest, the Board member is required to file and sign a statement. (See Policy BBFA)

2. The Board President will announce this fact at the appropriate time during the meeting, prior to any vote or discussion on the topic related to the statement, and must abstain from any deliberation or vote.

D. Abstentions

1. In the event a Board member chooses to abstain from voting, the abstention vote is not a vote according to *Robert's Rules of Order, Newly Revised*.

E. Board Member Officer Elections

1. Officers of the School Board are nominated and elected annually following the general election of trustees of the Coppell Independent School District.
2. The Board will elect a President, a Vice-President, and a Secretary, who will be members of the Board. The Superintendent will assign a district employee to provide assistance to the Board, who is generally the Superintendent's secretary.
3. The trustees will follow the guidelines for the election and term limits of officers as outlined in policy BDAA (LOCAL) of the Coppell ISD Board Policy Manual.

## IV. COMMUNICATION

A. Superintendent to the Board

1. The Superintendent will provide district student achievement reports to the Board on state and national level, as they become available.
2. The Superintendent will notify the Board when a student from any CISD campus or facility has needed to be transported by ambulance for any significant injury or event.
3. The Board will be notified any time the TV/media are in the district for a significant event.
4. The Board will receive on a monthly basis: financial reports, enrollment numbers, and all press releases sent to the media.
5. The Superintendent will keep the Board informed of any legal activity of the district.
6. The Superintendent will provide information regarding any significant personnel changes in the district.

B. Board to Superintendent

1. If the information is **important and urgent**, call Board President and Superintendent.
2. If the information is **important, but not urgent**, call the Board President.
3. If the information is **not urgent**, but needs consideration of the Board, request Board President to place the item on the agenda. **Refer to Coppell ISD Board of Trustees Operating Policy I.A.2.**

C. Board to Staff

1. When desiring information from staff members, Board members should always request the information through the Superintendent.

D. Board to Community

1. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity on behalf of the Board.
2. Board members should be cautious about expressing an opinion.
3. When defending a board decision, reaffirm the belief in the democratic process. Also, a Board member is advised to only express comments made in open session.
4. Personnel issues are never to be discussed due to violating the privacy of the staff member.
5. Some issues the community may bring forward could come before the Board in a hearing. Comments or intervention from a Board member could compromise that Board member's participation in the hearing/voting process.
6. Individual Board members should always refer a citizen with a concern to the appropriate person in the chain of command. **Refer to Coppell ISD Board of Trustees Operating Procedure VI.**

## V. GUIDELINES FOR BOARD REPORTS

A. Board Reports

1. Board members are assigned to committees throughout the district. Each Board member should keep the entire Board apprised of significant developments or decisions of the committee she/he serves on in the form of a Board report at the monthly Board meeting.
2. Board reports should be no longer than five minutes in length, unless cleared with the Board President.

## **VI. CITIZEN OR STAFF COMPLAINTS**

### **A. Complaints**

1. When approached with a complaint(s) from CISD patrons or district staff members, individual Board members should encourage the complainant to speak with the appropriate District official with authority to resolve the person's issue. This is referred to as following the "chain of command."
2. If satisfaction or resolution of the complaint(s) is not achieved, the citizen or staff person will be instructed in the process to follow.
3. Should this rise to a formal grievance, refer to the CISD Board Policy Manual for process. [See policy DGBA, FNG, or GF]

## **VII. CAMPUS VISITS**

### **A. Procedure**

1. Board members will notify the campus principal in advance of visiting a campus for a Board purpose.
2. Board members visiting a campus on a regular basis for volunteering with a classroom or PTO work, or in a mentoring capacity are advised to let the campus principal know of the frequency of such visits on campus.
3. When visiting in an unofficial capacity, Board members do not need to notify the campus in advance, but should follow the campus procedures for registering with the office upon arrival.
4. Board members need to be aware that even when visiting in an unofficial capacity, they may still be perceived as representatives of the Board.

## **VIII. BOARD TRAVEL** – Travel arrangements and expense reimbursements for Board members will be coordinated through the Superintendent's office. Expense reimbursements will be made in accordance with BBG (LOCAL).

- A. The traveler will submit a Travel Request/Reimbursement Form immediately following completion of the trip. Receipts for allowable expenses will be attached.
- B. Travel will be relevant to the role as a Board member.
- C. Cash advances will be available for hotel, meals, and other incurred expenses, i.e., registration, car rentals, mileage, etc.
- D. No more than three Board members will travel together by any means of transportation (plane or car) to conferences or events.



- E. All Board members are encouraged to attend TASB's annual convention and Summer Leadership Institute, as well as any other TASB training. Each year, the most recently elected trustees, along with the Board President, may attend the National School Board Association's convention.

## **IX. SUPERINTENDENT EVALUATION**

### **A. Two Parts to the Evaluation**

- 1. The Superintendent's evaluation will consist of two separate areas: the general evaluation of district operations and job performance goals.

### **B. Summative Evaluation**

- 1. In December, each Board member will be given a copy of the Superintendent's evaluation instrument to evaluate general district management performance. The Board will discuss evaluation criteria, prior to evaluating the Superintendent.
- 2. Each member will complete the evaluation two weeks prior to the January meeting and present it to the Board President for compilation into a summary report.
- 3. The Board will meet in closed session in January, without the Superintendent present, to discuss the combined evaluations. The Board will come to consensus on: areas of strength, areas in need of improvement, and extension of the Superintendent's contract.
- 4. The Board President will conference with the Superintendent regarding the results of the survey and the consensus areas. The Board will discuss evaluation criteria prior to the evaluation and conference.
- 5. Individual evaluations will be a part of the composite evaluation. However, the Superintendent is under no obligation to act on recommendations from individual evaluations unless the full Board has agreed by consensus and indicated so in the composite written evaluation.

### **C. Formative Evaluation - Job Performance Goals**

- 1. In June, Board members will submit job performance goals to the Superintendent and/or Board President. The Board of Trustees will select goals for the school year and suggest methods of evaluation or measurement.
- 2. The Superintendent will develop a plan to achieve and measure goals and present it to the Board for review and or revision.

3. Periodically throughout the year, updates from the Superintendent will either be presented upon completion of the goal(s) or at review in July.

## **X. EVALUATION OF THE BOARD**

### **A. New Board Member Orientation**

1. Within two weeks of their election, new Board members will receive an orientation of the Board from the Superintendent. District policy manuals and the Coppell ISD Board of Trustees OPERATING PROCEDURES manual will be given to the new Board members at this meeting. The Superintendent will provide an introduction to the use of the manual. The Superintendent will also provide a briefing on current district events (i.e. contracts, legal inquiries, and projects).

### **B. Year-end Review for New Board Members**

1. The Board should provide an opportunity for the new member(s) to share experiences and observations with the Board.
2. Existing Board members should offer any suggestions for improving the process of integrating new members into the Team of Eight. This should occur as soon as practical following the Board of Trustee election.

### **C. Code of Ethics**

1. All Board members are expected to receive at least the minimum continuing education training as required by state law. Board members are encouraged to attend seminars that will be helpful to their individual performance, support district goals and areas targeted for improvement in the team self-assessment.
2. Each year, Board and district goals are identified during the Superintendent's report and the Superintendent's Performance Goal Setting document.
3. Behavior of a board member which steps into areas designated as responsibilities of district administrators is outside the scope of responsibility as a trustee of the Board. Rude or disrespectful conduct to other members of the Board or to CISD staff members will be brought to the attention of the Superintendent and or the Board President. Either the Superintendent or the Board President will meet discreetly with the individual and, if appropriate, provide

refresher information concerning policy and  
procedure.  
[See BBF (LOCAL)]