



Hemphill ISD

Board Operating Procedures

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District Governance Team

Chad Moody	Board President
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Overview

The Board Operating Procedures are intended to guide and assist the Board Members in the conduct of its business. They are not intended to confer legal rights on any other person. The Board Operating Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between these Procedures and Board Policy, Board Policy will take precedence. At no time are these Procedures intended to override Local or Legal Policy or state or federal law. The Board Operating Procedures will be reviewed annually in June by the Board and updated as needed as a part of Board training and orientation. The Board will adopt the Board Procedures and Board Code of Conduct annually at a regular monthly meeting.

Hemphill ISD Mission Statement

The mission of the Hemphill Independent School District is to equip all students in a safe learning environment with the skills necessary to lead productive and satisfying lives.

Purpose

The Hemphill Independent School District exists to strengthen the social and economic foundation of Hemphill by assuring its youth the highest-quality elementary and secondary education available anywhere.

HISD Goals

Primary Goal 1: Increase Student Performance

HISD student performance will demonstrate growth evidenced on state and national standardized assessments, thus narrowing achievement gaps to graduate all students equipped for college and career readiness.

Supporting Goal 2: Create and Support a Positive District Culture

Through clear articulation of the district's mission and purpose, HISD will create a powerful sense of community and shared direction among personnel, parents, students, and the public. Realizing the value of our human assets, HISD will work to attract and retain the best teachers and staff members while creating an environment in which they may flourish.

Supporting Goal 3: Provide for Technology Enhanced Learning

HISD will provide students with technology integrated instruction and learning opportunities in all classes.

Supporting Goal 4: Improve Public Support, Confidence, and Communication

The schools of Hemphill ISD belong to the citizens of our district, hence the board, administration, and support staff are public servants charged to support the schools and the relationship between teachers, students, and parents. Public confidence and support increases as a result of district transparency, all-inclusive accountability, effective communication, and meaningful community engagement.

BOARD MEMBERS ETHICS BBF(LOCAL)-A

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

- 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.
- 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.
- 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.
- 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.
- 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, policy making, and evaluation.
- 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.

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I. New Board Member Orientation

1. Local district orientation should take place within 60 days before or after the election date, although it would be done before in the case of an unopposed candidate.
2. The orientation will include, but is not limited to:
 - a. Current board operating procedures
 - b. District organization
 - c. Duties and responsibilities
 - d. Required training including dates of training events and convention
 - e. Calendar of board events
 - f. An orientation to the Texas Open Meetings Act
 - g. Overview of District statistics such as:
 - Square miles
 - Number of bus routes
 - Number of employees
 - Expenditures, revenues, debt service
 - Campus enrollments
 - District goals

II. Communication with the Community

1. Members of the board will promote the success of the Superintendent of Schools and the District by:
 - a. Communicating positively, listen responsibly, and advocate for the District.
 - b. Clarifying trustees' obligations, responsibilities and limitations as a member of the board.
 - c. Supporting board decisions.
 - d. Not criticizing District personnel.
 - e. The Board President or his/her designee is the spokesperson for the Board of Trustees, while the Superintendent or his/her designee is the Spokesperson for the District.
 - f. Not speaking for the board unless specifically designated as the Board President's spokesperson on an issue
 - g. By not acting on anonymous calls, texts, letters, email, etc. (unless it is an issue of public safety).

III. Communication with Other Board Members

1. In order to facilitate effective board action, board members are encouraged to communicate with each other through the Superintendent outside of board meetings. The Superintendent will pose the question to the entire board, along with the answer once it is known.
2. These communications should be open and honest and be focused on clarifying questions and sharing the experience and knowledge of the board members with one another.
3. Communications should not be used to lobby for votes, to conduct “straw polls” with a majority of board members or to otherwise circumvent the Texas Open Meetings Act.

IV. Preparation for Board Meetings

1. Administration will insure that all necessary information is supplied to each member to allow for informed decisions. Agenda packets will be received 72 hours prior to board meetings.
2. All participants will be prepared to address the agenda.
 - a. Board members will read agenda packet materials before each board meeting.
 - b. Board members will seek clarification for questions to agenda related items with the Superintendent before the scheduled board meeting.
3. The Board President will have full authority to follow and enforce all Robert's Rules of Order.
4. The President may limit time of debate by individual members in order to allow each member an opportunity to speak.

V. Closed Session

1. The President will state the purpose of the closed session as permitted by the Open Meetings Act before going into closed session.
2. Members will discuss only the issues pertinent to the agenda items stated as the purpose for the closed session.
3. The session will be limited to the least amount of time necessary to address the agenda items under consideration.
4. Members may share information freely, understanding that team members will not discuss information disclosed in the closed session.
5. The presiding officer will direct any staff member or advisor in attendance that all discussion during closed sessions must remain confidential.
6. Closed meetings will not be recorded by an individual trustee against the wishes of a majority of the board.
7. The board will take no straw votes in closed sessions, but will take any action related to items discussed in closed session after the board has reconvened in open session, in accordance with law and policy BEC (LEGAL).

VI. Placing Items on the Board Agenda

1. In consultation with the Board President, the Superintendent prepares the agenda for all board meetings. Any board member may request that a subject be included on the agenda for a meeting. The Board President will place the requested item on the agenda or on an agenda in the near future.
2. Items that board members desire be included on the board meeting agenda are forwarded to the Board President or Superintendent at least seven days prior to the meeting. The final board agenda will not be posted until approximately 72 hours before the board meeting.

VII. Requesting Information

1. Members requesting information should make a request to the Board President or Superintendent.
2. If the routine information can be provided with no diversion of staff time from readily available data, then it will be provided to the entire Board as soon as feasible.
3. In the event the request requires a special effort or the report will divert staff time from established priorities, the Board President will place the request for information on the next meeting agenda to determine if a majority of the board thinks the requested information is necessary for its future decision-making.
4. If the board does agree that the information is important for decision-making, then the Superintendent will direct that a report be developed and provided as requested by the board.
5. All team members will receive a copy of any information or report generated by a request in accordance with this procedure.

VIII. Parent and Community Complaints

1. The board member is not to attempt to resolve a complaint from a community member but rather to listen respectfully and remain impartial.
2. Ask complainant what procedure, if any, he/she followed.
3. If he/she has not followed the “Chain of Command,” advise them to do so.
4. If the complainant does not know the district’s “Chain of Command,” refer them to policy FNG (LOCAL) and GF (LOCAL).
5. Inform them that there is a time limit in the policy and a written complaint may be required.
6. Board members will inform the Superintendent if the issue has the potential to escalate.
7. The Superintendent will inform the entire Board of the resolution of any referred issue.

IX. Employee Complaints

1. The board member is not to attempt to resolve a complaint from an employee but rather to listen respectfully and remain impartial.
2. Ask complainant what procedure, if any, he/she followed.
3. If he/she has not followed the “Chain of Command,” advise them to do so.
4. If the complainant does not know the District’s “Chain of Command,” refer them to policy DGBA (LOCAL).\
5. Inform them that there is a time limit in the policy and a written grievance will be required.
6. Board members will inform the Superintendent if the issue has the potential to escalate.
7. The Superintendent will report the resolution to the entire Board.

X. Grievances

1. Citizens, Employees, and Parents have a right to petition the school district for redress of grievances. Virtually anything can be the subject of a grievance. The term complaint and grievance mean the same thing. No limit exists on potential topics.
2. The grievance process is spelled out in local policy. A complaint made during public comment is not a formal grievance. Under the Texas Open Meeting Act, the board may not discuss or act on a complaint unless the topic appeared on the meeting notice.
3. Therefore, following the formal grievance process in writing is necessary if a grievant desires the board to act, and if a grievant fails to use the district's local grievance process, the board may deny the grievant the opportunity for a hearing (*Fenter v. Quinlan Indep. Sch. Dist.*, Tex Comm'r of Educ. Decision No. 055-R10- 301 Feb. 25, 2002).
4. School Board Members are encouraged to refer the grievant back to the "chain of command" and to follow the formal grievance process if there complaint is not resolved informally. At times the School Board Member may need to explain that the formal grievance process is usually a three step process.
5. Level One: Campus level complaint
6. Level Two: If grievant is unsatisfied with Level One then can appeal to Superintendent.
7. Level Three: If grievant is unsatisfied with Superintendent they can appeal to the Board.
8. In the event of a Level Three grievance Board Members should consider only the evidence presented to them as part of the formal grievance-- - typically, the written material in their board packets and the evidence and arguments at the hearing itself.
9. If a Board Member is unable to ignore information received from other sources or is likely to be influenced by an existing relationship with the grievant, the Board Member should consider abstaining from participation in the grievance.

10. At the Level Three hearing the presiding officer (usually the School Board President) will set reasonable time limits and guidelines for the presentation. The grievance will be tape recorded. Both the Grievant and Administration will be given equal amounts of time to respond. Board Members will then be given time to ask any clarification questions.
11. The Board will then enter into Deliberation usually without either party present.
12. Reconvening in Open Session the presiding officer will ask if there is a motion regarding the disposition of the grievance. Any Board Member may make a motion to either grant the grievance, deny the grievance and uphold the decision of the administration at Level Two, move that the Board grant the grievance in part and deny the grievance in part stating the relief to be granted, or move that the board continue this matter for consideration at a later time. A vote will then be taken and announced.

XI. Visits to Campuses

1. Board members may visit campuses under the following conditions:
 - a. They check-in with the Principal's office
 - b. Their visit does not interfere with the learning process
2. Board members cannot visit campuses for investigation or evaluation purposes.
3. Board members may informally communicate with any staff member or student during lunch, recess, or before and after school.
4. Board members will not assume a supervisory role with staff or students except when safety or liability is an issue.

XII. Board Members Continuing Education

1. In addition to the orientation and team building training, a Board Member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. The continuing education may be provided by a regional education service center or other registered provider.
2. At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with the Board Member's District. No more than one hours of the required continuing education that is delivered by the local district may use self instructional materials.
3. In the first year of service, a Board Member shall receive at least ten hours of continuing education. Up to five of the required ten hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.
4. After the first year of service, a Board Member shall receive at least five hours of continuing education annually. A Board Member may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.
5. The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.
6. In addition to the training required by State law [see BBD (Legal)], orientation shall be provided to new Board Members under the guidance of experienced Board Members, the Office of Board Services, and the Superintendent of Schools.

XII. Board Members Expenses

Board Member training opportunities will be announced during Board Meetings by the Superintendent and if a Board Member desires to attend he/she is to inform the Superintendent or Administration Secretary for registration and/or overnight accommodations if required.

The Following Guidelines are to be followed with Board Members' Expenses per BBG(LOCAL):

1. An amount for Board member travel expenses shall be approved in the budget each year.
2. A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.
3. Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:
 - a. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
 - b. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.
4. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
5. For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

XIII. Helpful Resources

- Hemphill Independent School District Website. Refer to School Board Policy for local policy on all matters. <http://www.hemphill.esc7.net/>
- Texas Association of School Boards (TASB). <https://www.tasb.org/Home.aspx>
- Texas Education Agency. <http://tea.texas.gov/>