

Katy Independent School District Board Operating Procedures



Approved by the Board of Trustees on January 23, 2017

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Preface

The *Katy Independent School District Board Operating Procedures* have been established based on legal policies approved and local policies adopted by the Board of Trustees. Formally adopting and adhering to these procedures ensures that the Board operates as a cohesive team to accomplish the District's vision, mission, and goals.

Ethics

Board members shall promote the best interests of the District as a whole and shall adhere to the following ethical standards:

- Be fair, just, and impartial in all decisions and actions.
- Accord others respect.
- Encourage expressions of different opinions and listen with an open mind to other's ideas.
- Be accountable to the public by accurately representing District policies, programs, priorities, and progress.
- Be responsive to the community by seeking its involvement in District affairs and by communicating District priorities and concerns.
- Work to ensure prudent and accountable use of District resources.
- Make no personal promise or private action that may compromise their performance or responsibilities.
- Tell the truth.
- Share views while working toward consensus.
- Respect the majority decision as the decision of the Board.
- Base decisions on fact rather than supposition, opinion, or public favor.
- Refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- Uphold all applicable laws, rules, policies, and governance procedures consistently.
- Do not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- Focus attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- Diligently prepare for and attend Board meetings.
- Avoid personal involvement in activities the Board has delegated to the Superintendent.
- Seek continuing education that will enhance their ability to fulfill their duties effectively.
- Be continuously guided by what is best for all students of the District.

Related policies:

BOARD MEMBERS – ETHICS

BBF(LOCAL)

Organization of the Board

A. At the first meeting after each election, the Board shall organize by selecting a:

- President
- Vice President
- Secretary

B. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

- President – In addition to the duties required by law, the President of the Board shall:
 - Preside at all Board meetings unless unable to attend.
 - Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- Vice President – The Vice President of the Board shall:
 - Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
 - Automatically become President of the Board if a vacancy in that office occurs.
- Secretary – The Secretary of the Board shall:
 - In the absence of the President and Vice President of the Board, call the Board meeting to order and perform the duties and act in the capacity of the President of the Board.
 - Attest to the Board President's signature on all legal documents when required.
 - Perform other duties as directed by the Board.

Related policies:

OFFICERS AND OFFICIALS – DUTIES AND REQUIREMENTS OF
BOARD OFFICERS

BDAA(LOCAL)

Evaluation of the Board

- A. The Board must continually measure the results of its policies on the accomplishment of its educational goals and philosophy. It must also measure the effectiveness of the administration in executing policies and achieving the education goals.
- B. Annually, the Board must assess their development needs as a corporate body to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students.

Related policies:

BOARD LEGAL STATUS – POWERS AND DUTIES
BOARD MEMBERS – TRAINING AND ORIENTATION

BAA(LOCAL)
BBD(EXHIBIT)

Powers and Duties

- A. The Board provides direction and control for the District.
- B. The Board operates as a policy-making body, aimed at helping the District achieve its goals and philosophy.

Related policies:

BOARD LEGAL STATUS – POWERS AND DUTIES

BAA(LEGAL) and (LOCAL)

Committing the Board

- A. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- B. A Board may act only by majority vote and, unless authorized by the Board, a Board member may not, individually, act on behalf of the Board.

Related policies:

BOARD MEMBERS – AUTHORITY

BBE(LEGAL) and (LOCAL)

Board Members Standard of Behavior and Code of Conduct

- A. Any time four or more Board members are gathered to discuss district business, it is considered a meeting which must comply with the Texas Open Meetings Act.
- B. Board members shall be knowledgeable of and abide by the Board of Trustees' Code of Ethics and the code's implication of a Board members day-to-day actions.
- C. The Board President shall present a copy of the Board Operating Procedures and the Code of Ethics to each Board member after each Board election.
- D. Board members shall share with each other and the Superintendent the information received from training sessions and conferences.
- E. Each Board member shall sign an annual Statement of Disclosure according to Board Policy.
- F. The Board President shall communicate with the Board's attorney, as needed, unless otherwise determined by the entire Board.

Related policies:

BOARD MEETINGS

BOARD MEMBERS - ETHICS

ETHICS – CONFLICT OF INTEREST DISCLOSURES

BOARD INTERNAL ORGANIZATION – ATTORNEY

BE(LEGAL)

BBF(LOCAL)

BBFA(LEGAL) and (LOCAL)

BDD(LOCAL)

Board Training and Orientation

- A. Each Board member must complete any training required by the State Board of Education (SBOE).
- B. Annually, at the last regular meeting of the Board held during a calendar year, the Board President shall announce the name of each Board member who has completed the required training, exceeded the required hours of training, and is deficient in the required training as of the date of the meeting.
- C. Within 90 days of taking office, each Board member shall complete a course of training on Chapter 551 of the *Texas Government Code* regarding Open Meetings and on Chapter 552 pertaining to Open Records.
- D. New Board members shall participate in a local orientation session within 60 days before or after their election. The Superintendent's office will coordinate this session.
- E. After each session of the Texas Legislature, each Board member shall receive an update to the basic orientation to the Education Code.
- F. In the first year of service, a Board member shall receive at least ten hours of continuing education. After the first year of service, a Board member shall receive at least five hours of continuing education annually.

Related policies:

BOARD MEMBERS – TRAINING AND ORIENTATION

BBD(LLEGAL)

Team Building

- A. Annually, the entire Board shall participate with the Superintendent in a team building session to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team.
- B. The session shall include a review of the roles, rights, and responsibilities of the Board as outlined in the framework for governance leadership.
- C. The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the governance leadership team for the upcoming year.

Related policies:

BOARD MEMBERS – TRAINING AND ORIENTATION

BBD(LLEGAL)

Developing Board Meeting Agendas

- A. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
- B. Any three Board members (Board President may be one of the three) may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by any three Board members.
- C. 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 Board President's approval.
- D. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or any three Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
- E. The Board President shall not have authority to remove from the agenda a subject requested by any three Board members without at least one of those Board members' specific authorization
- F. Discussion/Action items will be presented to the Board at the Work Study Meeting for consideration of action at the following Regular Board Meeting. Matters which do not appear on the Work Study Meeting agenda will not appear for action at the Regular Board Meeting except in time sensitive situations.

Related policies:
BOARD MEETINGS

BE(LOCAL)

Consent Agenda

- A. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Related policies:
BOARD MEETINGS

BE(LOCAL)

Rules Followed during Board Meetings

- A. The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law.
- B. Voting shall be by voice vote or show of hands, as directed by the Board President.
- C. Discussions shall be addressed to the Board President and then the entire membership.
- D. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.
- E. The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.
- F. A video and audio recording shall be made of all meetings of the Board that are held in the Board Room. This shall include Work Study, Regular, or Special Meetings. A meeting shall be exempt from this requirement if it is held in a place other than the Board Room where proper recording equipment is not available.

Related policies:
BOARD MEETINGS

BE(LOCAL)

Non-Agenda Items

- A. If a member of the public or the Board inquires at a meeting about a subject for which notice has not been given, the notice provisions do not apply to a statement of specific factual information given in response to the inquiry or a recitation of existing policy in response to the inquiry.
- B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda of a subsequent meeting.

Related policies:
BOARD MEETINGS – PUBLIC PARTICIPATION

BED(LOCAL)

Open Forum

- A. At Work Study Meetings, the Board shall allot 30 minutes to hear persons who desire to make comments to the Board.
- B. Persons who wish to participate in this portion of the meeting shall sign up at least 15 minutes before the meeting begins.
- C. Speakers who do not provide their first and last names shall not be allowed to speak. Only the first 20 speakers who sign up or their designee shall be allowed to speak.
- D. The allotted 30 minutes shall be divided equally among those who have signed up; however, the maximum amount of time for any one speaker is three minutes.
- E. Delegations of more than five persons are encouraged to appoint one person to present their views before the Board.
- F. The Board President will recognize all Board members prior to any Board member asking clarifying questions.

Related policies:

BOARD MEETINGS – PUBLIC PARTICIPATION

BED(LOCAL)

Closed Meetings

- A. Closed Meetings shall include only items allowed by law and policy.
- B. If a Closed Meeting is allowed, the Board shall not conduct the Closed Meeting unless a quorum of the Board first convenes in an Open Meeting for which proper notice has been given and in which the presiding officer has publicly announced the sections of the Open Meetings Act or other applicable law under which the Closed Meeting is held.
- C. A final action, decision, or vote on a matter deliberated in a Closed Meeting shall be made only in an Open Meeting for which proper notice has been given.
- D. The Board shall keep a certified agenda of the proceedings of each Closed Meeting.
- E. No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a tape recording of the closed meeting is being made.
- F. All information provided and opinions shared in Closed Meeting shall remain confidential unless otherwise agreed upon by the Board. Non-compliance may result in private and or public censure.

Related policies:

BOARD MEETINGS – CLOSED MEETINGS

BEC(LEGAL)

Referring Complaints

- A. If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent.
- B. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.
- C. Board members will remind individuals with complaints of due process and encourage them to communicate with the appropriate district officials while reminding them that each Board member must remain impartial in the event of a hearing before the Board.
- D. Anonymous communications will not receive Board member attention. Signed letters regarding a concern or complaint, received by a member of the Board, should be forwarded to the Superintendent's office for appropriate follow-up and/or response.

Related policies:

BOARD MEMBERS - AUTHORITY

BBE(LOCAL)

Requests for Reports, Information, Access to Records

- A. No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record.
- B. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.
- C. If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.
- D. An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, 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.
- E. An individual Board member 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 accordance with policy FL.
- F. An individual Board member shall seek access to records or request copies of records from the Superintendent.
- G. At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent shall advise the Board member of the responsibility to comply with confidentiality requirements.
- H. In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.
- I. District information provided to the Board shall be used for District purposes only.
- J. Information requested by a Board member will be provided to all Board members.
- K. All requests for information from Staff will go through the Superintendent.

Related policies:

BOARD MEMBERS – AUTHORITY

BBE(LOCAL)

Visits to Schools

- A. All Board members are encouraged to visit schools and attend school events.
- B. Individual Board members interested in visiting schools or classrooms shall inform the principals of the various schools.
- C. Such visits shall be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes.
- D. Board members with children enrolled in the District’s schools and classrooms shall be entitled to the same rights, privileges, and courtesies as all other parents or guardians.
- E. Board members shall not make requests of teachers or school District organizations. Requests of teachers or District organizations shall be made through the Superintendent.

Related policies:

BOARD MEMBERS – AUTHORITY

BBE(LOCAL)

Dealing with the Media

- A. The Board President or designee shall be the official spokesperson for the Board to the media on issues of media attention.
- B. The Board President or designee may only make statements on actions or positions upon which the Board has taken official action.
- C. Press releases issued by the Board shall be approved by the Board prior to release unless an emergency or public necessity exists.
- D. The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.
- E. Board Member(s) who receive a call from the media requesting information, comments, or an interview regarding District business will direct the caller to the appropriate staff person in charge of public information, who will notify the Superintendent of the call.
- F. The Superintendent will notify the Board, through the weekly information packet, of any media requests. If the matter is urgent, the Superintendent will notify the Board President who will notify each Board Member via phone or email, whichever is more practical.
- G. Statements shall not be made to the media regarding personnel or other matters protected by law.
- H. A Board Member retains the right to speak to the media as an individual, but must understand that any comment will likely be interpreted by viewers/readers as an “official” statement of the Board.
- I. In speaking as an individual, the Board Member shall:
 - Clarify that he/she is speaking as an individual and not for the Board of Trustees.
 - Remind the media representative(s) that official statements of the Board are made only by the Board President (or his/her designee).
 - Remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.

Related policies:

BOARD MEMBERS – AUTHORITY

SCHOOL COMMUNICATIONS PROGRAM – NEWS MEDIA RELATIONS

BBE(LOCAL)

GBBA(LOCAL)

Board and Superintendent Communications

- A. The Superintendent will communicate with the Board as a whole or as individual Board members.
- B. The Superintendent will communicate with the Board as soon as possible on emergencies via e-mail, phone, or personal contact. The Superintendent may communicate with the Board President, and the President communicates with the Board.
- C. The Board will keep the Superintendent and Board President informed.
- D. The Board will communicate with the community through public hearings, presentations, civic clubs, regular Board meetings, and regular publications.
- E. Individual Board members cannot speak in an official capacity for the Board outside the board room or a called Board meeting.
- F. The Superintendent and Board president will communicate information in a timely fashion to all Board members.

Related policies:

BOARD MEMBERS – AUTHORITY

BBE(LOCAL)

Evaluation of the Superintendent

- A. A document evaluating the performance of a superintendent is confidential.
- B. The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description and performance goals and shall be adopted by the Board.
- C. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in Closed Meeting. The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:
 - 1. Clarify to the Superintendent his or her role, as seen by the Board.
 - 2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
 - 3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
 - 4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - 5. Ensure administrative leadership for excellence in the District.
 - 6. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.
- D. The Superintendent's contract and salary adjustments will be reviewed and considered at the time of the annual evaluation each year, unless otherwise determined by the Board.

Related policies:

SUPERINTENDENT – EVALUATION

BJCD(LEGAL) and (LOCAL)

Violation of Board Operating Procedures

- A. Individual Board Members are encouraged to express their concerns about another member's performance directly to that member.
- B. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
 - 1. The Board President shall discuss the concern with the individual in question on behalf of the reporting Board member, or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meeting Act.
 - 2. The President shall remind the Board member whose behavior is in question about the adopted Code of Ethics and Board Operating Procedures and discuss how the questionable behavior does not comply with the Code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
 - 3. If the Board member in question does not believe his or her behavior is in conflict with the Board's Code of Ethics and/or Operating Procedures, an agenda item specifying "evaluation of individual Board member's performance" may be listed on the agenda for an upcoming Board meeting.
 - 4. The Matter will be discussed by the full Board in closed session in an attempt to identify the behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness, up to and including private and public censure.
 - 5. If the concern involves the Board President, a member may discuss his or her concerns with the Board Vice-President.

Related policies:

BOARD MEMBERS – ETHICS

BBF(LOCAL)