

**Kilgore Independent School District
Board of Trustees**

OPERATING PROCEDURES

I. Developing Board Meeting Agenda

A. Placing an Item on Agenda

1. The Superintendent or the Board President may place items on the agenda for presentation to the Board.
2. Board Members must request to the Board President, ten calendar days before the Board meeting, any item they wish to have considered for placement on the agenda.
3. The President shall ensure that any topics the Board or individual Trustees have requested be addressed are either on that agenda or are scheduled for deliberation at a subsequent meeting to occur no later than the next regularly scheduled Board Meeting.
4. In accordance with Texas Open Meetings laws, no Board member can place an item on the agenda less than 72 hours in advance, except in an emergency as defined by the Texas Government Code.

B. Items that cannot be placed on the School Board agenda

1. All discussion of personnel issues must be conducted in an Executive Session unless specifically required by the Texas Open Meeting Act.
2. Any item that violates the right to privacy, as defined by the Texas Open Meetings Act and the Texas Open Records Act, cannot be placed on the agenda.

C. The Use of Consent Agenda

1. The following items can be placed under the consent agenda:
 - Routine items
 - Annual renewals of Region VII and TEA items
 - Budget amendments
 - Tax refunds for more than \$500
 - Gifts, donations, and bequests
 - Financial information
 - Minutes of regular and special Board meetings
 - Textbook adoptions
 - Updates of board policy
 - Routine bid recommendations
 - Sale of tax property
 - Contracts
2. If requested by a Board member, an item under consent agenda shall be withdrawn for separate discussion and voted upon immediately.

II. Member Conduct During Board Meetings

A. Persons addressing the Board in Open Forum

1. A person may address the Board on an agenda or non-agenda item by completing the prescribed form located at the sign-in table and giving it to the Superintendent or Board President before the public forum of the meeting at which the person wishes to speak.
2. No presentation shall exceed three minutes.
3. Delegations of more than five persons shall appoint one person to present their views before the Board.

B. Board Response to Citizens Addressing the Board

1. The Board President, when necessary, may direct the Superintendent to investigate items and report to the Board through transmittal or at a designated meeting.
2. The Board shall not respond to or comment on citizen comments, but will take all comments under advisement.

C. Discussion of Individual Employees/Students by Board or Audience

1. The Board shall not allow negative comments in public session about individual employees.
2. The Board shall not allow negative comments in public session about individual students.

D. Discussions

1. Each member will conduct himself/herself according to standards outlined in Roberts Rules of Order, except as superseded by other items in this document.
2. The Board President must recognize a Board member before he/she may comment on a motion.
3. The Board President will see that each member has an opportunity to talk and that the discussion is succinct.

E. Hearing and Public Hearings

1. During public hearings, the Board is assembled only to gather information.
2. The Board will not answer questions or get into dialogue except with their attorney in the case of an employee hearing.
3. Rules of the public hearing will be strictly adhered to:
 - The Board will limit response to three minutes per testifier.
 - The Board will accept written (signed) or oral testimony.
 - The Board will not allow duplicate testimony.
 - The Board will not allow derogatory comments.

F. Voting

1. The Board President shall vote on all action items.

2. All Board members will vote on all action items, except when there is a legal conflict of interest.

III. Board Member Requests for Information or Reports

- A. Board members may request routine information; e.g. clarification regarding agenda items at any time prior to a Board meeting.
- B. Non-routine requests (those that require minimal research) may be made to the Superintendent at any time; e.g. district enrollment on a certain day. The Superintendent's response will be communicated to all members at the same time.
- C. Requests for reports requiring significant research must be made in the form of common consent by the Board members present at a regular Board meeting.

IV. Citizen Request/Complaint

- A. Board members will not report frivolous or unsubstantiated rumors to the Superintendent or his staff.
- B. Complaints of major significance shall be reported to the Superintendent as soon as possible, but always within 24 hours.
- C. Refer citizen to appropriate person in the chain-of-command.
- D. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.

V. Employee Request/Complaint to Board Member

- A. Board member shall refer employee to the proper person in the chain-in-command.
- B. Remind employee of the due process procedure, which may result in a hearing before the Board, at which time the Board member who has commented or received information must not participate in the hearing.
- C. Board member is encouraged to talk with Superintendent in a timely fashion.

VI. Board Member Visits to School Campus

- A. Board members are encouraged/expected to attend special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or onto campuses for the purpose of evaluation or investigation.
- C. Board members must notify principal of visits to campuses when they are not attending a scheduled activity.
- D. Board members must be accompanied by a principal or his designee into a classroom.

VII. Communications

- A. Board President shall be in contact with the Superintendent on a regular basis.
- B. Information sent to any Board member will be distributed to all Board members.
- C. Board will keep Superintendent informed via telephone calls, personal visits,

e-mail, or voice mail.

- D. Board will communicate with the community through public hearings, regular Board meetings, the news media, and regular publications.
- E. No member shall communicate with 3 or more Board members regarding school matters through e-mail, conference call, or letter without going through the Superintendent. Doing so would constitute a private meeting to reach a decision.

VIII. Evaluation of Superintendent

- A. Board President obtains input from all other Members on Board approved indicators.
- B. Evaluation is conducted in Executive session by consensus.
- C. Summative evaluation will be conducted every January.

IX. Evaluation of Board

- A. The evaluation of the Board is an assessment of the completion of Goals set by the Board.
- B. The Board will complete the Board self assessment and meet to discuss it.

X. Criteria and Process for Selecting Board Officers

- A. Officers will be elected for the positions of President, Vice-President, and Secretary.
- B. Elections will be held at the first regular meeting following the May election and at other times deemed necessary by the Board.
- C. Those nominated will be polled by the Board Secretary to determine if they are willing to serve.
- D. Those nominees willing to serve will be placed on a ballot, if applicable. Chairman of Nominating Committee will cause ballots to be printed and distributed to Board members.

XI. Role and Authority of Board Member and/or Board Officer

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of duties.
- C. The Board President shall
 - 1. Preside at all Board meetings
 - 2. Appoint committees
 - 3. Call special meetings
 - 4. Sign all legal documents required by law
- D. The Vice-President shall
 - 1. Act in capacity of President in the absence of the President
 - 2. Sign or countersign warrants or other documents as necessary
- E. The Secretary shall
 - 1. Keep, or cause to be kept, an accurate record of proceedings of Board meetings

2. Send, or cause to be sent, all notices of Board meetings
3. Act in role of President in the absence of the President and Vice-President
4. Sign or countersign warrants and other documents as necessary

XII. Role of Board in Executive Session

- A. Board can only discuss those items listed on the Executive Session agenda and as limited by law.
- B. Board must vote in public session.
- C. Discussions during Executive Session must remain confidential. Violations of Executive Session confidentiality may result in admonishment by the Board President.

XIII. Media Inquiries to the Board

- A. On issues before the Board, the Board President shall be the official spokesperson for the Board to the media.
- B. All Board members who receive calls from the media should refer them to the Superintendent or the Board President, as appropriate.
- C. When Board members are asked for their personal opinion, they may express their opinions, but must make clear that it is the Board member's personal opinion.
- D. Board members will not contact the media regarding school matters.

XIV. Anonymous Phone Calls/Letter

The Kilgore ISD 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.

XV. Response to Signed Letters

The Kilgore ISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent. The Superintendent will respond and send a copy to each Board member.

XVI. Review of Board Operation Procedures, Board of Conduct, and Superintendent's Evaluation Document

- A. These documents will be reviewed and updated annually and will be part of Board training.
- B. The review will be conducted in conjunction with new Board member orientation.
- C. If there are no new members, the Board may review these documents at its summer retreat.