

**Pearland Independent School District
Board Operating Procedures
(Revised 12/11/07)**

1. DEVELOPING BOARD MEETING AGENDA

A. Meeting Times BE (Local)

1. The Board shall regularly meet once or twice per month to act on district business, as determined by the Board President to be necessary and for the convenience of the Trustees. Workshop meetings shall not regularly be conducted but may be called for a specific topic or topics, as a special meeting in the manner provided for in BE (Local).
2. Regular meetings shall not last any longer than three hours, in full; provided, however, that at the expiration of such time a majority of the board may elect to extend the meeting time for one additional hour, should such be necessary to complete the agenda.

B. Who can place items on agenda BE Legal/Local

1. Board members must request to Board President, seven (7) days in advance, any item they wish to have considered for placement on the agenda.
2. The Superintendent alone, the Board President alone, or any two Board members can place an item on the agenda.
3. In accordance with Texas open meeting laws, no item can be placed on the agenda less than 72 hours in advance of meeting, except in an emergency as per Texas Code. BE Legal
4. The Agenda for each regular meeting shall include an item which enables Board members to request agenda items for future meetings and reports from the Administration. (See paragraph 4, below).

C. Items that cannot be on the agenda BEC Legal

1. All personnel issues must be conducted in a Closed Session unless specifically required by Texas Open Meeting Law.
2. Anything that violates right to privacy, i.e. Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the agenda.

D. Use of Consent Agenda BE local

A consent agenda will be used for items that do not normally require Board discussion. The Board President and superintendent are encouraged to make liberal use of the consent agenda. A single Board member can remove an item from the consent agenda for Board discussion by request. The Superintendent may place the following items on the consent agenda.

- Routine items
- Annual renewals of Region IV and TEA items

- Budget amendments
- Under \$500 tax refunds
- Gifts, donations, and bequests
- Minutes of regular and special Board meetings
- Minutes of joint meetings with City
- Updates of Board Policy
- Routine personnel items
- Routine bid recommendations

2. PREPARATION FOR BOARD MEETINGS

- A. Board members shall, in advance of each meeting, familiarize themselves with the agenda items and the background materials provided by the administration for such items.
- B. In the event a Board member is in need of additional information regarding an agenda item, or has questions for the administration as to an item, the Board member shall proffer such requests or questions to the Superintendent as far in advance of the meeting as practicable. The Superintendent shall, to the extent feasible, provide such information or answer such questions in advance of the subject meeting, and shall furnish copies of same to all Board Members, without suggesting or soliciting any form of dialogue amongst Board members, directly or indirectly, outside a properly called meeting.

3 MEMBER CONDUCT DURING BOARD MEETING: BE Local

- A. Parliamentary Procedure: the Board shall observe the parliamentary procedures in Robert's Rules of Order unless pre-empted by Board Policy or procedures, or by a majority vote of the Board at a meeting.
- B. Introductory Remarks: Brief introductory remarks may be made by one Board member, selected by rotation from amongst all members, at the commencement of each regular meeting, to establish the formal nature of the meeting. It is each board member's exclusive choice as to the content and manner in which the member chooses to make his or her introductory remarks. Such remarks may include, but not be limited to salutatory remarks, inspirational remarks, a moment of silence or a non-proselytizing prayer.
 - Under the "Introductory Remarks" section of the agenda there shall be a statement to the effect that "Such remarks by an individual board member are entirely their own and do not necessarily reflect the views or judgment of the Board of Trustees as a whole, or the School District. No other member of the Board or employee of the School District, or any other person in attendance at the meeting is expected or required to participate in any introductory remarks that are offered."
- C. Discussion of motions BE Local
 - 1. All discussion 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.
 3. The Board President will recognize a Board member prior to the member giving his/her comments.
 4. Board meeting agendas will be prepared with time limits allotted to each item for Board discussion, as determined by the Board President. Such time limits shall be observed by the Board unless a majority of the members present vote to extend the discussion time for a particular item. Each Board member shall then be given the opportunity to speak for a specified period of time on each item, based on the total allotted time divided by the number of members present. A member may speak beyond their individually allotted time if they so request and another member agrees to yield such time to them.
- D. Voting BE local BDAA Local
1. All members, including the Board President, will vote on all action items. A member will not abstain from voting except in the case of a legal conflict of interest.
- E. Guidelines for Patrons addressing the Board
BE Legal/Local BED Local GF Legal
- Specific factual information or recitation of existing policy may be furnished in response to inquires by the Superintendent, but as State law prohibits board members, the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
 - Speakers will limit their comments to 3 minutes
 - The presiding officer shall have the discretion to direct groups of more than three persons wishing to speak on the same subject to select one person to present their views before the Board.
 - At regular meetings, the Board shall allot a total of 18 minutes to be set aside to hear persons who desire to make comments to the Board.
- F. Hearings DGBA local FNG Legal/Local
1. Administrative Hearings Level III guidelines as per policy:
 - The hearing will be conducted as an administrative hearing, and although no strict rules of evidence apply, the parties are held to relevant testimony.
 - The complainant has the burden of presenting their claim, convincing the Board they have been wronged and entitled to the relief they seek.

- The Board has the final authority to determine the facts, apply Board policy, and make a decision at the end of the hearing.
- No cross-examination of witnesses will be allowed. Members of the Board may ask questions of the party or witness; but the party or witness may not question the members of the Board.
- All exhibits and documentary evidence will be received and marked by the secretary.

G. Public hearing Guidelines as per policy: BR Legal

1. During public hearings the Board is assembled to gather input only and not to render a decision.
2. The Board will not answer questions or enter two-way dialogue during a meeting.
3. If a Board Member wishes to question the school attorney he/she will request the Board President before the meeting for that purpose.

H. Complaints and Concerns: GF Legal/Local

Complaints and concerns for which other resolution channels are provided shall be directed through those channels. The presiding officer or designee shall determine whether a person who wishes to address the Board has attempted to solve a matter administratively. If not, the person shall be directed to the appropriate policy (BED local) to seek resolution before bringing the matter to the Board. The Board shall not tolerate disruption of the meeting by members of the audience. If, after one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.
BED local GF Legal

4. Board Member Requests BBE Local

A. Individual Board Member Request for Information or Report

1. If a community member requests information from a board member, the board member is to refer the community member to the district information officer or to the appropriate administrator.
2. Any Board Member may request a report. If the Superintendent determines that the development of the report shall take over one (1) hour of staff time, then the request, as provided for in paragraph 1.A.4, above, will be considered by the board as a whole, at the meeting in which the report is requested and must be approved by a majority in attendance. , All requests for reports and reports shall be distributed to all Board Members. In the event that the Superintendent determines there is a sufficient number of outstanding requests so as to require prioritization and timeline for

submission of reports, the Superintendent shall consult with the Board regarding same.

3. Information available to any citizen shall be available to a Board Member at no cost up to the use of one (1) hour of staff time per month, per board member. Request for information requiring in excess of one (1) hour per month must be referred to the Board as a whole. GBAA legal GBA Legal
4. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the entire Board unless a Board Member declines to receive the report.
5. Board Members shall not attempt to solicit information from staff members other than the Superintendent. If the Superintendent becomes aware that this procedure is not being followed, s/he must report it to the Board President who shall present the information to the Board.

B. Reports by Staff to Board at Regular Meetings

1. Every written report more than three (3) pages in length shall contain an executive summary not to exceed one page, single-spaced, not less than ten (10) font, with one-inch margins.
2. All routine reports will include a page in the Board Agenda Packet even if an oral report.
3. Written reports will be contained in the Board Agenda Packet. Handouts may be provided to members of the board only when action on the issue under discussion will not be required during the current meeting.
4. Oral reports shall not exceed five (5) minutes.
5. Presentation of a written report shall consist of 1) an overview, 2) data, and 3) recommendations.
6. The Board shall have the option to ask questions after the oral presentation/report.

C. Other Board Member Requests

1. All other requests made by Board members shall be addressed to the Board president.
2. Any e-mails or other correspondence addressed by a Board member to the Superintendent shall be copied to the Board president.

**5. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBERS
BBE Legal/local FNG Legal GF Legal/Local**

- A. When a Board member receives a request from a citizen, the Board member should refer the person to the Chain of Command.
- B. When a Board member receives a complaint from a citizen the Board members should:
 1. Hear the citizen complain.
 2. Review the chain of command with the citizen

3. Remind the citizen of due process and that the Board member cannot investigate and must remain impartial in case the situation goes before the Board.
 4. Refer citizen to appropriate person/chain of command. (The citizen **MUST GO THROUGH CHAIN OF COMMAND** before any other action can be taken.)
 5. The Board member may inform the Superintendent within a reasonable period of time after receiving the request or complaint.
6. **EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBERS**
BBE Legal/local FNG Legal GF Legal/local DGBA Legal/Local
- A. When a Board member receives a complaint from an employee the Board members should:
 1. Hear the employee complain.
 2. Review the chain of command with the employee
 3. Remind the employee of due process and that the Board member cannot investigate and must remain impartial in case the situation goes before the Board.
 4. Refer the employee to appropriate person/chain of command. (The employee **MUST GO THROUGH CHAIN OF COMMAND** before any other action can be taken.)
 5. The Board member may inform the Superintendent within a reasonable period of time after receiving the request or complaint.
7. **BOARD MEMBER VISIT TO SCHOOL CAMPUSES** **GKC Local**
- A. When possible, Board members are expected to attend school events and activities, including out of town events.
 - B. Board members are not to go into teacher's classrooms or individual buildings for the purposes of evaluation.
 - C. Except for routine activities or visits to see their children, Board members should let the principal and Superintendent know in advance of their visit.
8. **COMMUNICATIONS** **BE Legal BEC Legal BBD Exhibit GBBA Local**
- A. Superintendent will communicate with all Board members via voice mail and weekly packets. On those occasions, when numerous pieces of correspondence is received from the community on a particular matter, administration shall prepare a master copy to keep at the central office for review by Board members at their convenience.
 - B. Superintendent will meet with the Board President as needed to discuss issues of the district.
 - C. Requests to Superintendent from the Board President will be distributed to all Board members.
 - D. The Board will keep Superintendent informed via voice mail, email, telephone, and fax.
 - E. The Board will communicate with the community through public hearings, regular Board meetings, and regular publications.
 - F. Individual Board members when speaking outside the Board Room may

state his/her opinion provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board.

- G. Individual Board members shall communicate through the Board President as to information board members want disseminated to other board members.

9. EVALUATION OF SUPERINTENDENT

See Attached Procedures BJCD Legal/local and exhibit

10. EVALUATION OF THE BOARD

As Per TASB Board Audit BBD exhibit

11. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

BDAA Legal/Local

A. Selection Process

The Board President will ask for nominations in executive session and a vote will be taken in open session.

B. Criteria for selecting the Board President

The role of the president is to bring focus to Board discussion and facilitate Board decision-making. To be effective, the president cannot use the office of president to foster his/her own agenda. To do so creates disharmony and mistrust. The president must believe that reasoned, thoughtful, data-driven discussion will bring about the best decisions, even if he/she may not personally agree with the decision. In addition to being a Board member, the president must remove him/herself from the fray of discussion and work constantly to bring the Board together as a team and seek a consensus position everyone can live with. To accomplish these objectives a president must:

1. Be a consensus builder
 - a. not take sides
 - b. get people to compromise
 - c. insist that decisions be "data driven" rather than "I think".
2. Be strong
 - a. control meetings
 - b. be able to live with criticism
 - c. be willing to take unpopular stands
3. Listen (but not necessarily accept, believe, or act on everything he/she hears).
4. Be trustworthy
 - a. dependable (do what he/she promises to do)
 - b. open (no hidden agendas)
 - c. honest (always ethical and truthful)
5. Work effectively with the Superintendent
6. Be secure (i.e. does not "need" to be president)

A person should be selected to be president because he/she has the skills and values described above, not because it is his/her "turn". Some people can be excellent board members but are simply not suited to be President.

- 12. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS**
BBE Legal/Local BDAA Legal/local BAA Legal
- A. No Board member or officer has authority outside the Board meeting.
 - 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 after consultation with the Board (Board subcommittees or committees that report to the Board) BDB local
 - 3. Shall call special meetings
 - 4. Sign all legal documents required by law.
 - D. **VICE-PRESIDENT**
 - 1. Shall act in the capacity of the president in the absence of the president.
 - E. **SECRETARY**
 - 1. In all open sessions cause accurate record of meetings to be kept; in closed session will keep accurate records.
 - 2. In the absence of both the president and vice-president, shall call meeting to order and act as presiding officer.
 - F. **PRESIDING OFFICER**

In the absence of the President, Vice-President, and Secretary, the senior board member shall call the meeting to order and act as presiding officer.
 - G. **ADMINISTRATIVE COMMITTEES**
 - 1. Members of the Board will not be members of, nor participate in, but may attend, administrative committee meetings.
- 13. ROLE OF BOARD IN CLOSED SESSION BEC Local BBE Legal/Local**
- A. Board can only discuss those items listed on the executive agenda and as limited by law.
 - B. Board must vote in public session.
 - C. Information during Closed session must remain confidential, as provided for by law.
- 14. BOARD MEMBER PARTICIPATION AT GRADUATION**
- A. A current Board member may personally hand out a diploma to his/her
 - 1. own child
 - 2. stepchild
 - 3. related child
 - B. A former Board member may personally hand out a diploma to his/her
 - 1. own child
 - 2. stepchild
 - 3. grandchild
- 15. MEDIA INQUIRIES TO THE BOARD GBBA local BBE Local**
- A. The Board President shall be the official spokesperson for the Board to the media regarding Board matters.
 - B. Members reserve the right to speak to the media regarding issues,

provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board.

- C. News releases of a political or controversial nature, as well as those concerning the overall operation of District schools, or that involve more than one campus shall be made only by the Superintendent or designee.

16. ANONYMOUS PHONE CALLS OR LETTERS

- A. The Board of Trustees encourages input. However, anonymous calls or letters, except those containing a clear and present threat to safety of persons or property, will not receive Board attention, discussion or response and will not result in directives to the administration.

17. RESPONSE TO SIGNED LETTERS

- A. The PISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response using standard format will be sent by the Board member. The Superintendent will respond and send a copy to the Board.

18. REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed and updated at least once per year, within sixty [60] days of the election of Board officers, or as otherwise determined by a majority of the Board.

19. TRAVEL BBG Legal/Local

Legitimate expenses incurred by Board members while traveling on official school business shall be reimbursable consistent with Board policy and state and federal laws. Specific requirements for reimbursements include, but are not limited to the following:

- A. no alcoholic beverages
- B. No spouse, children, or other family member expenses.
- C. Convention sponsored hotel or the equivalent or the Board member pays the difference (single or double room is allowable)
- D. Board members may attend conferences as follows: 2 in state, 1 out-of-state conference; additional conferences may be attended by approval of the Board.
- E. Meals, hotel, travel, rental cars, and registration, and other reasonable expenses are allowable.
- F. Members desiring to join organizations in addition to TASB shall make a request to the Board for approval.
- G. Advances—no advances for family member expenses.

- 20.** No board member is authorized to act individually in his/her official capacity as a Board member or on behalf of the board, unless expressly authorized by these Board Operating Procedures, Board Policy, State law or express action of the Board, to do so.

BA legal BAA legal BBE Legal/local

President

Secretary

Adopted: _____