



Board of Trustees Operating Procedures

2019

Leander Independent School District Board Operating Procedures

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district and provide guidance to the Board of Trustees, as a body corporate, as they: ensure creation of a shared vision that promotes enhanced student achievement; provide guidance and direction for accomplishing the vision; measure and communicate how well the vision is being accomplished; promote the vision; works with the Superintendent to lead the District toward the vision as specified and further detailed in Board Policy (BBD – EXHIBIT).

I. Election of Board Members

- A. The Board is composed of seven members, all of whom are elected at large. Board elections are held in alignment with the November uniform election dates, in even numbered years, established by the legislature.
- B. A meeting will be held not earlier than the 8th day and not later than the 11th day after the election to canvass returns and for new members to file the Statement of an Elected Officer. See Board Policy BBBB (LEGAL).
- C. The new Board will meet at the next regularly scheduled meeting after the results are canvassed to elect the following Board officers: President, Vice-president, and Secretary. See Board Policy BDAA(LEGAL).
- D. If possible, the Board President and a currently seated Board member will visit with new Board members prior to the first regularly scheduled meeting after election results are canvassed.
- E. The Board will offer orientation and training to new members in the Board’s governance process.
- F. For specific policies related to Board Member Elections, see Board Policy BBB.

II. Roles and Official Duties of the Board Officers

- A. The **President of the Board** ensures the integrity of the Board’s processes and serves as the Board’s official spokesperson. Accordingly, the President has the following authority and duties:
 - 1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legally imposed upon it from outside the organization.
 - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues are discussed;
 - b. Ensure that the Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point;
 - c. Chair Board meetings with all the commonly accepted power of that position as described in Robert’s Rules of Order, and with voting rights;
 - d. Conduct periodic self-assessments to ensure process improvement.
 - e. Facilitate communication between Board members;
 - f. Facilitate agenda planning (including consent agenda items), development, and ordering of agenda items during meetings;

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- g. Act as the Board's spokesperson to the media.
 - 2. Compile and facilitate the summative evaluation of the Superintendent.
 - 3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations with the areas assigned to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use.
 - 4. Sign contracts, resolutions, and legal documents authorized by the Board.
- B. Board Vice President:**
- 1. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President.
 - 2. Become President only upon being elected to the position by the Board.
- C. Board Secretary:**
- 1. Ensure that accurate records of Board meetings are kept.
 - 2. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President and Vice President.
 - 3. Sign contracts, resolutions, and legal documents authorized by the Board.
- D.** For specific policies related to Duties and Requirements of Board Officers, see Board Policy BDAA.

III. Developing Board Meeting Agendas

- A.** To accomplish its stated objectives, the Board develops and follows an Annual Agenda Planning Calendar that includes a schedule for significant aspects of the Board's upcoming work, including monitoring of District performance, matters related to the District budget, bond and facility work, contracts, policies, personnel, evaluation of the Superintendent, and other items pertaining to major business of the Board.
- B. Placing Items on the Agenda**
- 1. The Board President and Superintendent shall prepare the agenda for each Board meeting in accordance with the Annual Agenda Planning Calendar. Agenda items may be added by the Superintendent through appropriate consultation with the Board President.
 - 2. Any Board member may propose a subject for consideration by the Board. Ideally, such requests should be made before the Board at a Board meeting or proposed in writing to the Board President no later than **7 calendar days** before the meeting. If two Board members (the Board President may be one of the two members) agree to have an item placed on the agenda, the Board President will do so. In accordance with the Texas Open Meetings Act, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas law.
 - 3. Board agendas will be electronically delivered to board members **6 calendar days** prior to the regular Board meeting.
 - 4. The Superintendent's office is responsible for the posting of the agenda, no later than **72 hours**

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before the meeting in accordance with Chapter 551 (Open Meetings Act) of the Texas Government Code.

5. The order in which posted agenda items are taken may be changed by the presiding officer at any meeting where a quorum exists.
6. Should a member wish to remove an item from the consent agenda, it will be discussed as a separate action item. See Board Policy BE(LOCAL).
7. Board members are encouraged to advise the Board President, Superintendent, or Superintendent's designee of questions or concerns on agenda items before the Board meeting.
8. For more information about agenda preparation, see Board Policy BE(LOCAL).

IV. Board Meetings

- A. The Leander ISD Board of Trustees typically will meet on the third and fourth Thursdays of each month with meetings normally beginning at 6:15 p.m., but times may vary. The first meeting has been designated an “agenda review meeting,” and the second is called a “regular board meeting.” Additional meetings on specific topics will be scheduled by the Board as needed. The Board President may call a special or emergency meeting at the request of two or more Board members and/or by the Superintendent as provided in Chapter 551 (Open Meetings Act) of the Texas Government Code.
- B. Four members present constitute a quorum for a meeting.
- C. The Board will hold itself accountable for governing with excellence. This self-discipline of excellence applies to attendance, beginning meetings on time, preparation for meetings, adherence to policymaking principles, respect of roles, active participation in the monitoring process, and ensuring effective governance capability into the future.
- D. The Board solemnizes its proceedings by beginning regular monthly board meetings with a recitation of the pledge of allegiance to the United States, the pledge of allegiance to the state flag, and a moment of silence.
- E. The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*, except as otherwise provided in Board procedural rules or by law.
 1. All discussion shall be directed solely to the business currently under deliberation.
 2. The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
 3. The presiding officer shall recognize a Board member wishing to comment.
- F. For the most updated information on meetings, visit the [LISD Board of Trustees website](#) and click on the Board Meetings & Live Stream drop down box.
- G. For specific policies related to Board Meetings, see Board Policy BE.
- H. Citizen Comments/Public Participation
 1. The Board encourages citizens to make their comments, concerns and ideas known to the Board during the Citizen Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items.
 2. Citizen Comments will normally be held after the call to order, Pledge of Allegiance, and

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recognitions. A person wishing to address the Board shall sign up prior to the beginning of the meeting. On the day of the meeting, the sign-up sheets for Citizen Comments will be available at the meeting location. Each citizen should sign up personally. The LISD Board seeks to conduct its meetings in a polite, professional manner, and would appreciate Citizen Comments being shared in a similar fashion.

3. Each speaker will be given up to 3 minutes. The presiding officer may modify this time at his/her discretion based on the number of citizens who signed up to speak. Speakers may not “donate” their time to other speakers.
4. The Board does not allow the use of video, slide, or other electronic presentations.
5. If citizens bring a written statement or support materials, they should provide enough copies for the seven Board members and the Superintendent.
6. Specific complaints about individual district personnel shall be processed through the District's grievance policies DGBA (Employee), FNG (Parent/Student), and GF (Public) (LOCAL). See [Leander ISD Complaint Form \(FNG Exhibit\)](#) for sample parent/student grievance form.
7. The Board requests that citizens not refer to individual students or employees by name during Citizen Comments.
8. The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
9. The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda. The presiding officer shall recognize Board members prior to any member asking clarifying questions or making statements to the Board. Board members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.
10. The Board shall not tolerate disruption of the Board meeting by members of the public. If, after one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting.
11. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.
12. For specific legal policies related to public participation at Board meetings, see Board Policy BED.

V. Closed Meetings

- A. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed meeting. The reason/exception for a closed session must be read aloud indicating the items to be discussed in closed session under Chapter 551 (Open Meetings) of the Texas Government Code. During a closed meeting, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session.
- B. Discussions and information shared during executive session shall remain confidential.
- C. The Board shall keep a certified agenda of the proceedings of each closed session. Only members of the Board (whether present at the closed session or not) can review the minutes of a closed session without a court order. A Board member wishing to review the certified agenda of a closed session

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should contact the Superintendent's office. A copy may not be made. Certified agendas are to be sealed, kept confidential, and stored in a locked place in accordance with retention schedules and Board policy.

- D. For more information on closed meetings, see Board Policy BEC.

VI. Voting

- A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.
- B. When an item for action on the agenda is reached, the following procedure will apply:
 - 1. The Presiding officer shall announce the item for action.
 - 2. The Superintendent or appropriate staff member may make a comment, statement, recommendation, or presentation regarding the item.
 - 3. The Board may discuss the item and raise questions.
 - 4. Action is taken by means of a motion and a second, followed by a hand vote of Board members present. The Board also has the option of not taking action on an item.
- C. For more information about voting, see Board Policies BDAA(LOCAL) and BE(LOCAL).

VII. Evaluation of the Superintendent

- A. The Superintendent evaluation will be conducted on an annual basis.
- B. The evaluation will be conducted in closed meeting.
- C. The individual Board member evaluation of the Superintendent and the final Board evaluation of the Superintendent will be presented to the Superintendent by the Board in closed meeting.
- D. For more information on superintendent evaluations, see Board Policy BJCD(LOCAL).

VIII. Evaluation of the Board

- A. The Board shall perform a self-review or evaluation in closed meeting.
- B. The Board review shall take place annually.
- C. The Board Operating Procedures and Board Member Code of Ethics shall be included in the review or evaluation. For information about Board Member ethics, see BBF(LOCAL).
- D. For more information about board self-evaluations, see Board Policy BG(LEGAL).

IX. Communications

- A. Board/Superintendent Communication: In order to build and maintain productive and effective relationships between the Board and the Superintendent, both the Board and the Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust. Accordingly, the Board and the Superintendent will:
 - 1. Exercise courteous honesty in all written and interpersonal interaction, avoid misleading information;
 - 2. Demonstrate respect for the opinions and comments of each other;
 - 3. Focus on issues rather than on personalities;
 - 4. Maintain focus on common goals;

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5. Communicate with each other in a timely manner to avoid surprises;
 6. Criticize privately, praise publicly;
 7. Maintain appropriate confidentiality;
 8. Openly share concerns, information, knowledge, and agendas;
 9. Make every reasonable effort to protect the integrity and promote the positive image of the district and each other;
 10. Respond in a timely manner to requests and inquiries from each other.
- B. With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed.
- C. The Superintendent will communicate information in a timely fashion to all Board members through:
1. Board meetings and executive sessions;
 2. Board correspondence;
 3. Telephone calls;
 4. One-on-one meetings.
- D. Board members will keep the Superintendent informed via telephone calls, voice mails, e-mails, personal visits, dialogue meetings, and requests for executive session or open meeting discussions.
- E. Correspondence related to formal complaints or grievances, as described in Board Policies DGBA, FNG, and GF (LEGAL and LOCAL) will not be forwarded to Board members in order that they may maintain their objectivity pertaining to matters that may require Board action in the future. The sender will be notified with an explanation of the decision not to forward the communication.
- F. Board Response to Contacts/Correspondence
1. Individual Board members may communicate with members of the community as they deem appropriate. While Board members strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence.
 2. Letters and faxes addressed to individual Board Members and received in the Superintendent's office are delivered to that Board Member at the next Board meeting. If an item is urgent or time sensitive, the Board Member is contacted by email or telephone before the meeting.
 3. Citizens may contact the Board of Trustees by email at: governance.team@leanderisd.org. The Superintendent's office will acknowledge receipt of the email and inform the sender that the message has been forwarded to individual Board members and to the appropriate administrator(s). The administration will ensure that an appropriate response is provided on behalf of the Board of Trustees.
 4. If a Board member responds to an inquiry in writing, he or she will copy the Superintendent's office who will determine whether information needs to be added to the Superintendent's weekly memo to the Board.
 5. The Board of Trustees encourages input, and the confidentiality of individuals will be maintained when possible and requested. Anonymous calls or letters will not receive a response and will not result in directives to the administration.
- G. Administration Response to Contacts/Correspondence
1. All correspondence addressed to the Superintendent or administration will be routed to the

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appropriate staff members.

2. The appropriate staff members will investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner. It is the goal of the administration to respond to correspondence within ten working days.
3. The LISD administration encourages input. Anonymous calls or letters, however, will not receive a reply from the administration. If requested, confidentiality of the person writing the correspondence will be maintained when possible.

H. Board Communication

1. Board members are encouraged to share information about noteworthy meetings and events with other Board members at properly posted Board meetings. Board members should notify the Superintendent's office to allow for calendar additions and postings as needed.

X. Individual Board Member Requests for Information or Reports

- A. An individual Board member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, 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. Written responses to information requests from the Board will be distributed to all Board members in a timely manner.
- B. Individual members 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 such cases, individual members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board member shall be advised of his or her responsibility to comply with confidentiality requirements.
- C. Individual Board members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board members may e-mail or call the Superintendent to ask questions or request information.
- D. For more information about Board members' access to information, see Board Policy BBE(LEGAL).

XI. Citizen or Employee Request/Complaint to Individual Board Member

- A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under Board Policies DGBA, FNG, or GF and upon which the Board may be requested to take action. If a formal process is not underway, the Board member should take the following steps:
 1. Refer the parent, student, employee, citizen to the administrator who is in the best position to assist in addressing the concern or complaint.
 2. Make the citizen aware of the District policies and procedures in place to address citizen concerns or complaints and remind them that Board members must remain impartial in case the matter requires Board action in the future.
 3. Notify the Superintendent's office if the situation warrants.

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- B. For more information about access to the LISD's grievance procedures, see Board Policies DGBA (Employee), FNG (Parent/Student), and GF (Public).

XII. Media Inquiries to the Board

- A. The Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board may elect to appoint a different spokesperson for the Board.
- B. A Board member who receives calls from the media should notify the Superintendent and the Chief Communications Officer.
- C. Individual Board members who are asked for individual comments or opinions by the media are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the school district.
- D. For more information about LISD's Centralized Communication Functions, see Board Policy GBB(LOCAL).

XIII. Board Member Visits to a School Campus

- A. Board members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary; however, Board members must be cognizant of whether a quorum attends the event and Open Meeting Act requirements.
- B. Board members who wish to visit a campus to view a program or activity in their official capacity shall notify the Superintendent and coordinate the visit with the principal. At no time will Board members visit campuses or other school programs in an attempt to evaluate personnel.
- C. These guidelines do not pertain to visits as a parent or as a spectator to school events. Board members with children enrolled in the school district are entitled to the same rights, privileges, and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board member shall not let his/her official position interfere or dictate decisions that should be fair and impartial.
- D. Board members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with Board Policy GKC (LOCAL).

XIV. Board Training Requirements

- A. The Board must meet minimum annual requirements for training from November to November of the following year.
- B. At the last regular October board meeting, the current board president must announce the name of each board member who has completed/exceed/deficient in the required continuing education as required by 19 Tex. Admin Code 61.1 (j).
- C. All Board members may attend the annual state TASA/TASB Convention, and the Board's TASB representative(s) may attend appropriate TASB meetings in accordance with LISD's representation on the TASB board of directors.
- D. Pending any necessary budget considerations, all Board members may attend NSBA Convention.
- E. The Board's representative(s) are encouraged to attend the Central Texas School Board Association meetings (Region XIII).
- F. All Board members may attend the Region XIII Education Service Center Board training sessions

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and/or meetings.

- G. The Board's representative(s) may attend the legislative sessions and/or meetings of the State Board of Education as appropriate.
- H. Additional training or educational seminars may be requested by individual Board members and approved by a majority of the Board through Board action.
- I. Board members may attend regional or state UIL activities representing the District, with a maximum of one over-night lodging expense per event.
- J. Board members may attend local breakfast, lunch, or dinner meetings that are education-related or related to Board and/or District business.
- K. Exceptions to the above must be approved by a majority of the Board members.
- L. For specific legal polices related to Board Member training, see Board Policy BBD (LEGAL).

XV. Travel Reimbursement

- A. Reimbursement to Board members for reasonable travel expenses for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools.
- B. Recognizing that Board members serve the Leander Independent School District without compensation for their service as trustees while also maintaining separate employment, Board members are permitted to engage in limited work on private or personal matters while travelling on school business, so long as the work or personal/private matter does not interfere with the Board member's ability to attend to the business of LISD.
- C. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board member to Board-related activities.
- D. For specific policies related to Board Member Travel Reimbursement, see Board Policy BBG. <http://pol.tasb.org/Policy/Code/1248?filter=BBG>

XVI. Conflicts of Interest

- A. Board members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a member is confronted with an issue in which the member has a personal or pecuniary interest or an issue or circumstances that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. Accordingly:
 - 1. If a Board member has a substantial personal or private interest in any matter pending before the Board, the member shall disclose such interest to the Board and shall not vote on the matter.
 - 2. A member of the Board shall not also be an employee of the district, nor shall a member receive any compensation for services rendered to the district. This provision shall not prohibit members from receiving reimbursement for authorized expenses incurred during the performance of Board duties.
 - 3. The Board shall not enter into any contract with any of its members or with a firm in which a member has a financial interest unless one or more of the following conditions apply:
 - a. The contract is awarded to the lowest responsible bidder based upon established competitive bidding procedures; or

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- b. The Board member is the highest bidder for merchandise sold at a public auction.
- 4. A Board member is expected to avoid conflict of interest in the exercise of the member's fiduciary responsibility. Accordingly, a Board member may not:
 - a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Board member's own personal financial interests or the interests of a member of the Board member's immediate family;
 - b. Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board member knows or should know is primarily for the purpose of a reward for official action;
 - c. Engage in a substantial financial transaction for private business purposes with a person whom the Board member directly or indirectly supervises;
 - d. Perform an official act, which directly confers an economic benefit on a business in which the Board member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.
- B. Board members are encouraged to file an affidavit disclosing a substantial interest in a business entity or real property to identify potential conflicts of interest to the public and vendors. See Board Policy BBFA (EXHIBIT).
- C. For specific policies related to Board Member Ethics and Conflicts of Interest, see Board Policies BBFA(LEGAL and LOCAL).

XVII. Addressing Board Member Violations

- A. The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies. In the event of a member's willful violation of policy, the Board will seek remedy by the following sequential process:
 - 1. Private conversation between the offending member and the Board president or other Trustee;
 - 2. Discussion in executive session between the offending member and the full Board; and
 - 3. Upon an affirmative vote of a simple majority, public censure of the offending member of the Board.
- B. For specific policies related to Board Member Removal from Office see BBC(LEGAL).

XVIII. Reviewing the Board Operating Procedures

- A. Board of Trustees Governance Policies and Operating Procedures will be reviewed and updated each year and will be part of Board training.