

# Doss Consolidated Common School District Board Operating Procedures



## **Referencing Board Policies**

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# Preface

Doss Consolidated Common School District is governed by the Board of Trustees of the District. The County Judge for Gillespie County has historically been designated as the Superintendent for the District; and the Board employs an Administrative Consultant who oversees the daily operations of the District.

The Board Operating Procedures contained in this guide are a set of agreed upon procedures that define how we as a Governance Team (Board of Trustees and Administrative Consultant) are to handle and respond to school matters associated with the fulfillment of our role as board members.

By having these procedures in a written form and having had them approved by the board, we hope to clarify public and staff expectations, minimize confusion, and maximize our efficiency and effectiveness as school board members.

These operating procedures will be reviewed periodically; at least once a year. They may also be revised and changed as deemed appropriate at any time and under circumstances requiring additional clarification. Changes in Board Policy always supersede these procedures.

# I. Board Ethics

**AS A MEMBER OF THE BOARD**, I shall promote the best interests of the District as a whole, and in doing so shall adhere to the following ethical standard and Code of Conduct:

## **E**QUITY IN ATTITUDE

- 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.

## **T**RUSTWORTHINESS IN STEWARDSHIP

- 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.

## **H**ONOR IN CONDUCT

- 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**NTEGRITY OF CHARACTER

- 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.

## **C**OMMITMENT TO SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Administrative Consultant. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

## **S**TUDENT-CENTERED FOCUS

- I will be continuously guided by what is best for all students of the District.

Related Policy: BBF(Local)

## II. Board Meetings

1. There shall be only one regular school board meeting which shall be held on the second Tuesday of each month at 7:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.
2. Special Called meetings shall be called according to Board Policy.
3. The meetings shall be regularly held in the School Lunch Room located at 11431 RR 648 in Doss unless the board agrees to a different location.
4. In addition to posting agendas on the door of the Gillespie County Court House and the Main Building in Doss, agendas shall be posted on the District Website.
5. During Board meetings, Board members will direct any questions that they might have concerning agenda items, reports, vendors, or employees directly to the Administrative Consultant or Board President.
6. As role models for our students, employees and audience, Board members agree to act in a professional, courteous, respectful, and non-confrontational manner with each other and with members of the audience during Board meetings and while acting as a Board member for the District.
7. The Board shall observe the parliamentary procedure as outlined in *Robert's Rules of Order Newly Revised*.
  - a. The Board President shall recognize a Board member wishing to comment. All discussion shall be directed solely to the business currently under deliberation.
  - b. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not relevant to the business.
8. The Board shall conduct business according to the Tex. Govt. Code Open Meeting Laws, so regular meetings may include the following:
  - a. Open Meeting Items: These items are to conduct the formal business of the district in public; action may be taken during this meeting.
  - b. Executive/Closed Meeting Items: Subject to provisions of Texas Law, these items are not open to the public and there can be no formal or informal action.
9. Board Members may not communicate with other individual Board members outside of a properly posted Board meeting for the purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

Related Policies: BBF(Local); BE(Legal and Local); BED(Legal and Local); BEC(Legal)

### III. Board Agendas

1. The Board agenda will be prepared by the Administrative Consultant with advice and consent from the Board President or Board Vice-President when the President is not available.
2. Each school board member has the right to place an item on the agenda and that item shall not be removed without that board member's consent.
3. Agenda items may be submitted to the Board President or Administrative Consultant by a board member in written form and no longer than the time established by board policy (5<sup>th</sup> calendar day before a regular meeting).
  - a. The Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or are scheduled for deliberation at an appropriate time in the near future.
  - b. The Board President does not have authority to remove from the agenda a subject requested by a Board member without that Board Member's specific authorization.
4. Board agendas shall be released and posted appropriately on the Friday prior to the regular Tuesday meeting, and no less than 72 hours before any board meeting.
5. The Administrative Consultant will ensure that adequate back-up materials are provided for each Board Meeting agenda item. Items not available when the agenda is posted and emailed will be emailed immediately upon completion.
6. If a Board member desires more information concerning an item on the agenda, he/she shall call the Administrative Consultant at least a day prior to the meeting.
7. Information not related to the agenda shall be requested in writing through the Administrative Consultant.

Related Policies: BE(Legal and Local)

## IV. Communications Amongst Board Members and the Administrative Consultant

1. Board members are encouraged to communicate with the Administrative Consultant through phone calls, e-mail or personal visits, but must make sure they do so in full compliance with the requirements of the Texas Open Meetings Act.
2. The Administrative Consultant will provide a regularly written communique to update Board members on school activities and events, as well as significant information related to schools or district operations.
3. As a matter of routine, there shall be no category of privileged communication between any members of the team. All information that needs to be shared will be shared equally.
4. So as not to violate/circumvent the Open Meeting Law, care should be exercised in all electronic mail, telephone texts, and personal communication, including regular community events where several Board members are present.

Related Policies: BBI(Legal and Local); BE(Legal and Local); DH(Legal, Local, Exhibit)

## V. Request for Additional Information

1. **Short answers to questions regarding previously shared communication for clarification:**
  - a. Board members may contact the Board President or Administrative Consultant to get an answer.
  - b. Individual Board members cannot require District employees to prepare reports derived from an analysis of information or to create a new record from District records. Board action is required to direct the Administrative Consultant or custodian of records to prepare such a report.
  
2. **Additional information that is readily available within the district:**
  - a. Board members are to notify the Administrative Consultant of the specific request.
  - b. An appropriate time frame for preparation and presentation of the information will be agreed upon between the requesting Board member and the Administrative Consultant.
  - c. If the requested information is deemed not to be readily available or a satisfactory time line cannot be agreed upon, either the Board member or the Administrative Consultant can place the issue on the next board meeting agenda to determine the Board's desire for the information.
  - d. Board members have an inherent right of access to records maintained by the District in accordance with State Law, Attorney General Op. No JM-119 (1983) and policy BBE (Legal). However, an individual Board member does 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.
  - e. A Board member in his or her official capacity is to notify the Board President about his or her request to view District records. The Administrative Consultant will make these records available for viewing to the Board Member in a timely manner.
  - f. At the time a Board Member is provided access to confidential records, the Administrative Consultant or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements.
  
3. **Additional information that does not currently exist and requires time and research:**
  - a. These requests must be placed in a written form before the Board at its next scheduled meeting to determine the Board's desires in directing the Administrative Consultant to develop the requested information.
  - b. If the Board determines that the request is to be honored, it will determine an appropriate timeline for presentation of the information at the same meeting that directs the development of the requested information.

Related Policies: BBE(Legal and Local) and BJA(Legal and Local)



## VI. Contacts with and Visits to the District

1. Board members are encouraged to attend as many school events as their time permits.
2. Board members may visit the district after first advising the Administrative Consultant and then signing in at the office.
3. Once officially signed in to the district, a Board member may informally interact with any staff member or student during free periods, lunch, or recess.
4. At no time shall a Board member go unannounced onto any district property: main building, annex building, classroom, farm/garden, or playground.
5. Board member may not give advice or direction to any staff or student except when safety or liability is an issue; then, must immediately notify the Administrative Consultant soon thereafter.
6. While members of the Board have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary community members.

**Therefore,** if a Board member has children attending school:

- a. When visiting with teachers of their own children, Board members will make it clear that they are acting as parents rather than as members of the Board.
  - b. Board members will not request nor accept extraordinary consideration for their own children.
7. When a family member of any Board member contacts or visits a campus, district procedures will be followed.

Related Policies: BBE(Legal and Local) and GKA(Legal)

## VII. Correspondence of a Public Nature

1. If the correspondence is received by the District, the Board President shall be informed as soon as possible depending on the importance of the matter.
2. If the President is not available, the Administrative Consultant shall follow the Board Chain of Command until a Board Officer is informed.
3. If no School Board Officer is found, then the Administrative Consultant shall inform the next Board Member in order of Years of Service to the Board.
4. Anonymous correspondence (not personally signed, dated and without a confirmed return address) sent to the Board of Trustees, shall be handled in the following manner:
  - The Board President or Administrative Consultant, as appropriate, shall disregard or follow-up on the information.
  - This type of correspondence will be handled pursuant to school district policy and statutes.

Related Policies: DGBA(Legal and Local); FNG(Legal and Local); FNG(Local); GF(Local)

## VIII. Board Training and Travel

### 1. Board Training: *(TEA Website Reference Below; TASB Chart Attached)*

Continuing education requirements for independent school board trustees are established in Texas Administrative Code §61.1 and Texas Government Code: § 551.005, § 552.012, and §2054.5191. <https://tea.texas.gov/texas-schools/school-boards/school-board-member-training>

Required Continuing Education	First Year in Office	Subsequent Years in Office	Eligible Provider(s)
Local District Orientation	Three hours within the first 120 days in office	N/A	Local District
Orientation to the Texas Education Code	Three hours within the first 120 days in office	N/A	Education Service Centers
Update to the Texas Education Code	Following each legislative session and of sufficient length to address major changes		<ul style="list-style-type: none"> <li>• Registered Providers</li> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Team-building (Team-of-eight)	Three hours	Three hours every year	<ul style="list-style-type: none"> <li>• Registered Providers</li> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Additional Education based on Framework for School Board Development	Ten hours	Five hours every year	<ul style="list-style-type: none"> <li>• Registered Providers</li> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Evaluating and Improving Student Outcomes	Three hours within the first 120 days in office	Three hours every two years	<ul style="list-style-type: none"> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	One hour within the first 120 days in office	One hour every two years	<ul style="list-style-type: none"> <li>• Registered Providers</li> <li>• Authorized Providers</li> <li>• LSG Coaches</li> </ul>
Open Meetings Act (OMA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Public Information Act (PIA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Cybersecurity	Varies by provider	Every year	Department of Information Resources
State Plan for Gifted/Talented Education	See local district policy for training requirements		Local District

### 2. Board Travel: *(Reference Doss CCSD Approved Travel Reimbursements)*

- a. An amount for Board member travel expenses shall be approved in the budget for each year. Attendance for training by Board member is subject to budget restraints and limited to state wide conventions and conferences. Out of state travel requires Board approval and only as allowed by the budget.
- b. All Board members shall be reimbursed for reasonable expenses for carrying out the business of the Board, for attending trainings and conventions as official representatives of the Board.
- c. All Board members shall be reimbursed travel and training expenses according to the current approved ***Travel Reimbursements***.
- d. The following expenses are eligible for reimbursement: registration, mileage, lodging, regular parking, meals, and incidental expenses.

Related Policies: BBD(Legal, Local, Exhibit); BBG(Legal and Local)

## IX. Addressing Violations of Board Operating Procedures

The mechanisms for enforcement of the Code of Ethics shall be as follows:

1. Any person, with supporting information, may allege noncompliance with the Code of Ethics to the Board President (or the Vice President if the President is the target of the allegation).
2. The Board shall be advised when any allegation has been raised. The President or Vice President shall undertake a process to resolve the complaint.
3. If either the complainant or the Board member makes the request, the President shall name an independent third party to investigate the complaint and report to the Board.
4. If the Board finds a violation of the code, it shall reprimand or censure the Board member, which is the only sanction available to it under Texas law.

Related Policy: BBF(Local)

## X. Communication with the Media

1. The Administrative Consultant shall be the official District spokesperson and shall be responsible for all communication with the news media.
2. The Board President shall serve as the spokesperson for the Board. The Board President, at his/her discretion, may choose to designate another trustee as the spokesperson for the Board President.
3. All other Board Members who are approached by the media shall refer inquiries by the media to the Board President or President's designee.
4. Questions pertaining to official action of the District should be directed to the Board President and/or Administrative Consultant.

## XI. Addressing Communication with the Community

1. Board members shall listen to concerns from members of the community. Effort should be made to demonstrate sensitivity to concerns being presented while remaining impartial.
2. Board members shall refer the complaint to the lowest appropriate level of administration (chain of command).
3. Board members shall share the concern received with the Administrative Consultant and/or Board President.
4. The Administrative Consultant shall inform the Board Member of the resolution of the concern brought forth.
5. Exercise care in all communication with the community and employees, making clear that you are speaking as an individual and **not** speaking as a Board member.
6. Board members are encouraged to respond to phone calls, written correspondence, including but not limited to e-mail and texts from constituents, but should bear in mind that any responses may be subject to Public Information Act requests and may be subject to the Texas Open Meetings Act if a quorum of Board members participates.

Related Policies: BBE(Legal and Local); DGBA(Legal and Local); FNG(Legal and Local); GF(Legal and Local)

## XII. Board Self-Assessment and Administrative Consultant Evaluation

<b>Quarter</b>  <i>And</i>  <b>Activities</b>	<b>Administrative Consultant and Board of Trustee Activities<sup>1</sup></b>
<b>June</b>  <i>Through</i>  <b>August</b>	Governance Team Training Opportunity at Summer Leadership Administrative Consultant Presents Summary of Progress for Board Board Completes <b>Formative Evaluation</b> of Administrative Consultant Board of Trustees Complete <b>Self-Evaluation</b> Governance Team Attends <b>Team Building Training</b>
<b>September</b>  <i>Through</i>  <b>November</b>	Governance Team Training Opportunity at TASA/TASB Convention Board <b>Acknowledge Mission and Approves Revised District Goals</b> Administrative Consultant Shares District Goals with Community Administrative Consultant Presents Summary of Progress for Board Board Completes <b>Formative Evaluation</b> of Administrative Consultant
<b>December</b>  <i>Through</i>  <b>February</b>	Governance Team Training Opportunity through On-line Resources Administrative Consultant Shares District Progress with Community Administrative Consultant Presents Summary of Progress for Board Board Completes <b>Formative Evaluation</b> of Administrative Consultant Governance Team Training at Winter Governance
<b>March</b>  <i>Through</i>  <b>May</b>	Administrative Consultant Facilitates District Plan Revisions Administrative Consultant Shares District Progress with Community Administrative Consultant Presents Summary of Progress for Board Board Completes Administrative Consultant <b>Summative Evaluation</b> Board Considers Administrative Consultant Contract Revisions

<sup>1</sup> Approval of this item in these Board Operating Procedures is for activities only; dates for activities may rotate some depending on the academic year.

Related Policies: BG(Legal and Local); BJA(Legal and Local); DN(Local)

# Appendix

## Board Training Chart and Specific Policies Referenced:

- |     |                            |   |
|-----|----------------------------|---|
| 1.  | TASB Reference             | Board Training Requirement Chart                  |
| 2.  | BBC(Legal)                 | Board Vacancies and Removal from Office           |
| 3.  | BBD(Legal, Local, Exhibit) | Board Member Training and Orientation             |
| 4.  | BBE(Legal and Local)       | Board Authority                                   |
| 5.  | BBF(Local)                 | Board Ethics                                      |
| 6.  | BBG(Legal and Local)       | Board Member Compensation and Expenses            |
| 7.  | BBI(Legal and Local)       | Technology Resources and Electronic Communication |
| 8.  | BE(Legal and Local)        | Board Meetings                                    |
| 9.  | BED( Legal and Local)      | Public Participation                              |
| 10. | BG(Legal)                  | Board Self-Evaluation                             |
| 11. | BJA(Legal and Local)       | Superintendent (Administrative Consultant) Duties |
| 12. | DGBA(Legal and Local)      | Employee Complaints/Grievances                    |
| 13. | DH(Legal, Local, Exhibit)  | Employee Standard of Conduct                      |
| 14. | DN(Legal and Local)        | Performance Appraisals                            |
| 15. | DNB(Legal and Local)       | Evaluation of Campus Administrators               |
| 16. | FNG(Legal and Local)       | Student and Parent Complaints/Grievances          |
| 17. | GBA(Legal and Local)       | Public Information                                |
| 18. | GF(Legal)                  | Public Complaints                                 |
| 19. | GKA(Legal and Local)       | Conduct on School Premises                        |

All Doss CCSD Policies Located: <https://pol.tasb.org/Policy/Code/509>