



BOARD OF TRUSTEES OPERATING PROCEDURES

BOARD ADOPTED: FEBRUARY 2021

LAST REVISED: SEPTEMBER 2021

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OVERVIEW/INTRODUCTION

The G-PISD Board Operating Procedures serve as a guide in assisting Board Members with the carrying out of their duties as a locally elected official. This document is a supplement/summary to board policy and do not supersede any individual policy. Board Operating procedures do not serve as a legal document, but rather a guide to best practice. They will be reviewed at least annually.

BELIEFS

MISSION: The mission of G-PISD is to educate, inspire, and empower our students to succeed in life and become the next generation of leaders.

In G-PISD, WE BELIEVE our

- Students** are leaders and critical thinkers who embrace diversity and pursue excellence in all endeavors.
- Parents and Families** are true partners, have a voice, and have high expectations.
- Faculty and Staff** build inclusive relationships and maximize student success with integrity, compassion, and talent.
- Principals and Campus Leadership** are courageous leaders who show grace, empower others, embrace diversity, and cultivate G-P pride.
- Superintendent and Central Office** advance our vision with intention, collaboration, and purpose driven leadership.
- Board of Trustees** are strategic, collaborative leaders who model good governance and empower and inspire others to serve the G-P community.

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Gregory-Portland Independent School District

Educate. Inspire. EMPOWER!

BOARD BASICS: COMPOSITION/LENGTH OF TERMS

- The G-PISD Board of Trustees is comprised of 7 at-large members. Each board position is a 4-year term.
- Board Elections are held every two years with the board seats split (i.e.-4 seats elected, then 3 seats elected the next 2 years). Elections are held in the beginning of May of odd years.
- Eligibility to run for office is located in board policy BBA (LEGAL).
- After each election, reorganize officers by electing a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of present board members. A minimum of 1 year board experience is preferred before serving as an officer. Completion of Leadership TASB (L-TASB) preferred prior to serving as president.

*Related Policies: [BBB \(LOCAL\)](#), [BBA \(LEGAL\)](#), [BDAA \(LEGAL\)](#), [BDAA \(LOCAL\)](#)

COLLECTIVE BOARD RESPONSIBILITIES

- Set the direction of the district including vision, mission and district goals for student educational success and well-being (See Addendum A)
- Set and approve district policies that reflect the educational needs and well-being of all students
- Hire and annually evaluate the performance of the superintendent
- Approve the district's budget
- Levy taxes and oversee collection thereof
- Order elections, canvass returns, declare results

Board members **do not** have any authority outside of the board meeting. The board operates as a collective body with a quorum present.

**This is a brief overview of board duties. [BAA \(LEGAL\)](#) provides a more detailed list of duties. Other related policies: [BBD \(exhibit\)](#), [BBE \(LEGAL\)](#) & [BBE \(LOCAL\)](#)*

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

- Diligently prepare for and attend all meetings.
- Apply the rules of good governance and understand how governance fits into the overall structure of the district. (See Addendum A).
- Familiarize oneself with regulatory statutes such as the Texas Open Meetings Act and the Public Records Act (covered in this Handbook) and ensure compliance.
- Act responsibly and efficiently when using District assets, including personnel, time, property, equipment and funds.
- Maintain the highest ethical standards (see code of conduct, next section).
- Respect the voice of your appointed or elected peers and the community you serve.
- Advocate for ALL students and staff at the local and state level.
- Attend school functions and be visible/accessible to the community.

BOARD MEMBERS' STANDARDS OF CONDUCT/CODE OF ETHICS

Board members shall promote the best interests of the district and shall adhere to the following ethical standards:

- Be fair and impartial when coming to decisions and consider all who may be impacted.
- Be aware of personal conduct both in the board room and out in the community as they are representatives of the school district.
- Refuse to surrender judgement to any individual or group at the expense of the district.
- Seek continuing education that will enhance and improve his/her service as a trustee.
- Diligently prepare for and attend all board meetings.
- Support the collective decision of the board, even when personally disagreeing or voting against.
- Communicate all questions and concerns pertaining to your role as a Board Trustee to the Superintendent.

Board members shall NOT:

- Disclose information that is confidential by law (I.e. all matters discussed in closed session) or that will needlessly harm the District if disclosed.
- Give direction to any employee other than the Superintendent.
- Make any personal promise or take private action that could compromise his/her responsibilities to the district.

**Related Policy: [BBF\(LOCAL\)](#)*

COMPLIANCE WITH OPERATING PROCEDURES

- Board members are strongly encouraged to follow all board operating procedures to the best of their ability and help hold each other responsible to the collective mission of the board.
- Ideally, individual concerns should be addressed one on one with the board member or taken to the Board President for further guidance.
- While the Superintendent is encouraged by these procedures to report to the Board President, Board Members will not take concerns about fellow Board

Members to the Superintendent. All concerns involving Board Members are to be discussed with the President (or Vice President in the event the President is the person of concern).

**Related Policies: [BBA \(LEGAL\)](#), [BBC \(LEGAL\)](#), [BBE \(LEGAL\)](#), [BBE \(LOCAL\)](#), [BBF\(LOCAL\)](#)*

PREPARING THE BOARD MEETING AGENDA

In consultation with the Board President and/or Vice President, the Superintendent shall prepare the agenda for all Board meetings. Any Board Member 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 submitted in a timely manner by a Board member.

PREPARING FOR BOARD MEETINGS

- Board members prepare to address agenda items by doing the following:
 - Reading agenda packet materials before each board meeting.
 - Contacting the superintendent with questions about agenda items or background information at least one business day before the scheduled board meeting.
- Receiving answers to questions in advance does not preclude board members from asking relevant questions about agenda items during board meetings.

PARTICIPATION AT BOARD MEETINGS/MEETING STRUCTURE

The Board President (or designee) shall be the leader of the meeting, observe parliamentary procedures, and call the meeting to order.

Guidelines for Board Member Protocol shall be as follows:

- Board members shall act and dress professionally.
- Board members shall handle all interactions with each other, the Superintendent, staff and the public with respect.
- Board members shall refrain from responding to speaker comments or addressing the audience.

- Discussions shall be addressed to the Board President and then the entire membership.
- Discussions shall be directed solely to the business currently under deliberation and the Board President shall reserve the right to close discussions that do not apply to the business before the Board.
- The Board President shall preside with fairness and provide Board members with equal time. No Board member shall be permitted to procure substantial time extraordinary of other trustee's participation.
 - Each trustee will have the opportunity to speak one time, then each will have a second opportunity, if needed.
 - One trustee will speak at a time without interruption from team members.
- Board members shall strive to make Board meetings effective, efficient, and professional.
- The Board will consider a recess at natural breaks in the meeting and/or every 60-90 minutes.

Executive/closed session guidelines:

- Only certain topics are permitted for discussion in executive/closed session as defined by law in the Texas Open Meetings Act.
- Items discussed in closed session are to remain confidential and not discussed with members of the public or staff.
- By law, voting of any kind cannot take place on closed session. All votes are to be taken in open session. If a matter requiring a vote for resolution is discussed in closed session, the vote shall be taken once the board is back in open session or tabled for future consideration.

**Related Policies: [BE\(LEGAL\)](#), [BE\(LOCAL\)](#), [BED\(LEGAL\)](#)*

BOARD WORKSHOPS/SPECIAL MEETINGS

Workshops conducted by the School Board shall begin at times designated by the Board, the Board President, and Superintendent.

- Workshop/Special meeting topics are determined by the board and aligned with priorities that are established annually in accordance with district goals and will be scheduled monthly or more frequently, as needed.

- The workshop/special meeting location and time will be listed in the meeting notice.
- All open meetings rules, including public comment rules, apply to workshops and special meetings.

COMMUNICATION GUIDELINES/COMMUNICATION MATRIX

BOARD MEMBER’S REQUEST FOR INFORMATION:

- Members should request information not related to a meeting agenda item directly from the superintendent and/or board president (who will direct request to superintendent) in writing.
- All team members will receive a copy of any report generated by a board member’s request in accordance with this procedure via the communication matrix.

BOARD MEMBERS COMMUNICATION BETWEEN MEETINGS:

- Board Members may use mail, email, voice mail, text messaging, fax, phone, special committee meetings or personal contact to communicate with each other; however, Board Members shall never meet, talk, text or e-mail in a group large enough to constitute an official meeting, typically four (4) or more, unless notice has been posted. In email or text messaging, “Reply to All” should be avoided.
- Board Members will use their G-PISD email account for school business communications.
- Board Members shall avoid physical quorums as stated above to remain in compliance with the Open Meetings Act.
- In keeping with the Open Meetings Act, Board members shall also avoid walking quorums by avoiding speaking of school district business in secession via phone, in person, text or email. No “pre-polling” of votes allowed as this violates open meetings act.
- Board Members who participate in social media such as, but not limited to, Facebook, Google+, LinkedIn or Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online Board meeting, continuing board business from a past or future meeting, or portraying the Board/District in a negative connotation.

- Board Members will keep the Superintendent informed of concerns in a timely manner. It is the Superintendent's job to take action and resolve situations. Board Members should not violate the chain of command, causing disrespect and unclear expectations between Staff, Superintendent, and Board.
- Questions submitted to the Superintendent via email or other electronic means should NOT be sent simultaneously to the entire Board. Doing so may constitute an online meeting.
- Information shared by Superintendent to Board in executive session will be kept confidential until Superintendent notifies the Board that information is public.

COMMUNICATION WITH THE MEDIA:

- The Board President (or designee) will serve as the board spokesperson to the media on issues regarding board actions or governance issues.
- A board member receiving a call from the media requesting information, comments, or an interview will inform the media representative that the superintendent is the board's designated contact for official information about district business and that the board president is the board's designated contact for official positions on the board's actions or decisions as a body.
- Upon agreement, board president and superintendent may designate board members to speak on unique issues separate from district governance.
- Board members who do speak with media representatives will clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees.
- When speaking as an individual, the board member may remind media representatives of the official position or action already taken on the issue by the board of trustees and refer them to the board's designated spokesperson for further information about those actions.
- When speaking to media representatives, board members will generally avoid stating opinions or speculating about possible board action on issues that are scheduled for discussion at a future board meeting and explain that decisions will be made after deliberation with members of the board in a meeting.

COMMUNICATION WITH THE COMMUNITY:

- As elected officials and Trustees acting on behalf of the public, Board Members have a responsibility to be accessible to the public and assist citizens with suggestions, questions, or complaints regarding the schools in the District.

Encourage all citizens to follow the chain of command and resolve issues at the lowest level possible.

- Board members must provide service to constituents and should not involve themselves in problem management.
- The Board and individual Board Members shall follow all state laws and regulations regarding the prohibitions of Board involvement in management.

ACTION STEPS OF COMMUNICATION MATRIX:

1. If a Trustee receives a stakeholder complaint/concern that warrants a follow-up action, they listen to stakeholder empathetically and then ask them to follow up (in writing). Assuming the response comes by email, the individual Trustee replies and copies Board President and Superintendent on reply. Include in the subject line “communication matrix”.
2. Superintendent’s office then replies to all that the matter has been received and places item on follow-up action matrix.
3. Superintendent forwards request to appropriate staff member and sets appropriate deadline for response.
4. Superintendent may place items on the follow-up matrix that he/she receives (by phone, email, social media), if he/she thinks it prudent to share with all Trustees.
5. Mid-week: Superintendent’s office reviews progress of follow-up items and primes closure for items (Thursday).
6. Each Friday, Superintendent and Board President review status of follow-up matrix. Updated chart is included in Friday Board Highlights.
7. Individual Trustees are responsible for receiving weekly follow-up matrix in the Board Highlights.

**Related Policies: [*BBE \(LEGAL\)](#) , [BBE \(LOCAL\)](#)*

SOCIAL MEDIA GUIDELINES:

- Social Media can be a very positive and useful tool for sharing information with the public. Board Members are encouraged to share district updates and posts for informational purposes.
- Avoid discussing specific school district business on social media, especially if other board members are on the same page, post or comment thread. This could constitute a “walking quorum” and violate the Open Meetings Act.

BOARD MEMBER VISITS TO CAMPUSES AND DISTRICT FACILITIES

- Board members are encouraged to attend as many campus events as their time permits.
- As a courtesy to the Administration, Board members will make every effort to notify the Superintendent's Office in advance of visiting a campus. (This does not pertain to visits as a parent, as a spectator to school events, or other events open to the public or by invitation.)
- Board members are required to check in with the principal's office and follow campus/facility guidelines/rules for visitors.
- Board members may interact with any staff member or student during conference periods, lunch, recess, and before or after school without interrupting scheduled learning periods or interfering with the learning process.
- Board members are not to go unannounced into teachers' classrooms or individual buildings for the purpose of evaluation.
- When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than as board members.
- Board members will not request or accept any consideration or favors from any district employee.
- Board Members shall comply with all rules and procedures at each facility throughout the District.

*Related policy: [BBE \(LEGAL\)](#)

NEW BOARD MEMBER ORIENTATION

- New Board Members should attend as much training as possible during their first year of service.
- **REQUIRED TRAINING:** Elected or appointed governmental officials must have a minimum of 1 hour of training for Open Meetings Act and 1 hour of training for the Public Information Act. Only training programs that have been prepared or approved by the Office of Attorney General (OAG) are acceptable. Officials have 90 days after their election or appointment to complete these required trainings.
- The Superintendent, administration, and Board President (or designee) will meet with each new member as soon as practical after joining the Board.

- The Superintendent will arrange for new Board Members to visit with key staff members to familiarize themselves with such issues as finance, budgets, curriculum and instruction, safety and discipline issues, school management issues, and other issues of interest.

*Related Policy: [BBD\(LEGAL\)](#), [BBD \(LOCAL\)](#), [BBD\(EXHIBIT\)](#)

ONGOING BOARD TRAINING REQUIREMENTS

- School board members must complete continuing education training required by the State Board of Education (SBOE). Tex. Educ. Code §11.159(b); 19 Tex. Admin. Code §61.1. To the extent possible, entire boards are encouraged to participate in continuing education programs together. 19 Tex. Admin.Code § 61.1(i).
- Link: [TRAINING REQUIREMENTS FOR SCHOOL BOARD MEMBERS](#)

TRAINING REQUIREMENTS FOR SCHOOL BOARD MEMBERS

Length of Service	Local District Orientation	Intro. to TEC	Open Government	Cybersecurity	First Legislative Update to TEC	Child Abuse Prevention	Evaluating and Improving Student Outcomes (every 4th year)	Team Building	Additional Continuing Education (total in first 3 years)
None Through First Year	Local Orientation/Introductory	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
2-10 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
11-15 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
16-20 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
21-25 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
26-30 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
31-35 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
36-40 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
41-45 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
46-50 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
51-55 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
56-60 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
61-65 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
66-70 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
71-75 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
76-80 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
81-85 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
86-90 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
91-95 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour
96-100 Years	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour	1 hour

Training Requirements Details

*Required hours after the first year will vary depending on how the First Legislative Update, Child Abuse, and Student Achievement and Accountability issues fall for an individual member.

**Trainers may receive any training online except Local Orientation for new board members, Team Building, and Evaluating and Improving Student Outcomes.

***Child and PIA training is required (outside of SBCE rule) of all elected officials within 90 days of election or appointment. PIA training may be delegated by district policy.

- TEC: Texas Education Code
- PIA: Public Information Act
- SBCE: State Board of Education



*Related Policy [BBD \(LOCAL\)](#), [BBD\(EXHIBIT\)](#)

BOARD SELF EVALUATION

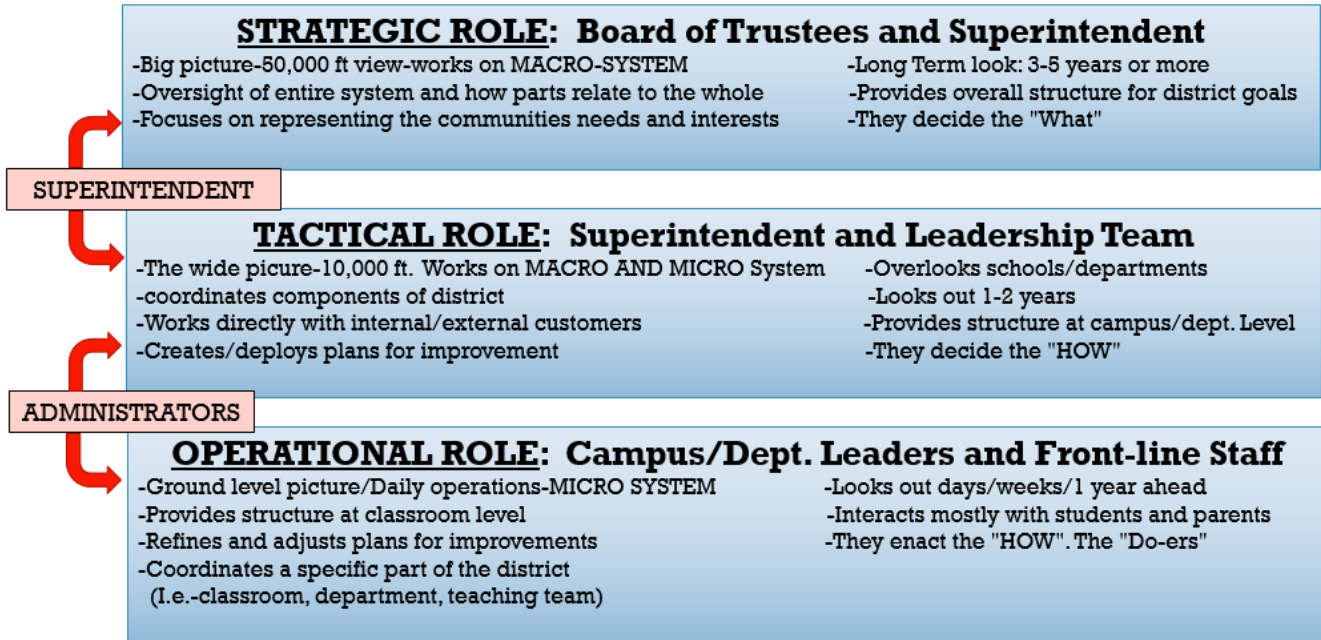
- The board shall review its own performance at least annually to determine if established board goals have been met.

BOARD OPERATING PROCEDURES REVIEW

- Board Members shall review annually and update as needed as a part of Board training and orientation.
- A work session may be called to review or update the guidelines if necessary.

ADDENDUM A

Where does the School Board Fit into the structure of the District?



Source: Moak, Casey & Associates-Continuous Improvement Consortium. Van Clay, Mark, & Soldwedel, Perry, The School Board Fieldbook:Leading with Vision. Solution Tree Press, 2008.