

# **Veribest ISD**

## **Board of Trustees**

### **Operating Procedures**



The Veribest Independent School District, as a safe and enjoyable center of learning, will provide for each child an education to reach his/her full potential through the interactive involvement of students, parents, staff, and community members. A positive, innovative learning environment develops self-worth, self-discipline, and Godliness, which motivate our students to become productive citizens in an ever-changing society.

## **COMPLAINTS TO INDIVIDUAL BOARD MEMBERS: Citizen Complaints:**

The Board member should remind the citizen that Board members must remain impartial in the event the situation results in a Board hearing.

The Board member should then inform the person of the chain of command available to help resolve the issue and the Board member should attempt to refer the citizen to the appropriate person in the chain of command.

The Board member should communicate all complaints to the Superintendent in a timely manner.

*Board Members should avoid attempting to investigate complaints.*

## **Employee Request/Complaint to Individual Board Members:**

The Board member should remind the employee that Board members must remain impartial in the event the situation results in a Board hearing.

The Board member should then inform the person of the chain of command available to help resolve the issue and the board member should attempt to refer the employee to the appropriate person in the chain of command.

The Board member should refer the employee to the district grievance policy.

*Board Members should avoid attempting to investigate employee complaints.*

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## **MEETINGS:**

The definition of lawful meeting of the Veribest ISD Board of Trustees (herein known as the board) is fully described in the Texas Open Meetings Act (herein known as TOMA).

The Veribest ISD Board of Trustees will normally meet on the third Monday of each month, at 6:30 pm. Normal meeting dates may be changed for any reason as agreed upon by the Board. The Board may meet for any reason agreed upon by the Board president and the district Superintendent (herein known as the Superintendent).

The meeting agenda (herein known as the agenda) announcing the meeting place, meeting time and items to be considered will be posted at the entrance of the Veribest ISD superintendent's office and the Veribest ISD website <http://www.veribestisd.net/>. The agenda for a meeting must be posted at least 72 hours prior to the meeting included on the agenda.

## **DEVELOPING MEETING AGENDA:**

Monthly meeting agendas will be prepared by the mutual agreement of the

Superintendent and the Board president. The calling authority may prepare agendas pertaining to meetings other than the normal monthly Board meeting.

Board members may place items on an agenda by making a request to the Board President.

*TOMA prohibits changes to an agenda within 72 hours of the concerned meeting.*

## **MEETING PROCEDURES**

### **Open Forum:**

A citizen may indicate a desire to address the Board by completing the request form prior to the Board president calling the meeting to order. Copies of the Board's policies concerning grievances will be available in proximity to the Open Forum forms.

An item discussed by a citizen that *is not* included on the meeting agenda *may not* be considered during that meeting.

A citizen may either address the board in written or oral form.

Citizen comments in Open Forum will be limited to five (5) minutes per citizen.

The Board will not allow duplicate comments. If several persons desire to comment on the same issue, they will select one person to represent the views of the group.

The Board will not hear *negative* comments on the performance of individual district personnel during Open Forum.

The board will not hear *negative* comments on the performance of individual students during Open Forum.

*Any negative comments, regardless of generality, that can be easily assigned to an individual will not be heard.*

Any Board member may call a “time-out” during a presentation for the purposes of discussing the appropriateness of Open Forum comments.

***The Board president has the absolute authority to halt any and all comments, at any time during an Open Forum presentation.***

### **Open Meetings:**

TOMA requires that all governmental bodies hold meetings in public.

All voting will be done in an open (public) meeting.

Closed meeting (executive session) segments may be held for the following reasons;

(detailed descriptions of the following items may be found in TOMA, 551)

- Consultation with the district's attorney (Texas Government Code (TGC) 551.071).
- Personnel Matters (TGC 551.074).
- Disciplinary Matter or Complaint involving student or school district personnel (TGC 082).
- Purchase, exchange, lease or value of real property (TGC 551.072).
- Negotiated contract for prospective gift (TGC 551.073).
- Deployment of security personnel or security devices (TGC 5510.76).

*Criminal penalties are provided for members of governing bodies who in anyway circumvents or attempts to circumvent the above provisions of TOMA.*

**Role of the Board in executive session:**

The Board may only discuss those items listed on the agenda.

The Board must conduct all voting in open session.

Information obtained in closed sessions shall remain confidential. Legal liability may be incurred for - disclosing certain information obtained in closed session.

**BOARD MEMBER VISITS TO SCHOOL CAMPUSES:**

Board members are encouraged to attend events to which they are invited and to attend events open to the public.

Board members shall not go unannounced to any part of the school facility for the purposes of evaluation.

**COMMUNICATION:**

Any information that would affect the appropriate operations of the district should, in a timely manner, be communicated between Superintendent and board members.

## **EVALUATION OF THE SUPERINTENDENT:**

The Board president distributes the evaluation instruments during the meeting one (1) month prior to the Superintendents evaluation.

Board members should return their completed evaluation to the Board president on or before the established deadline date.

The Board president compiles the individual results.

In executive session, the Board will complete a Superintendent evaluation instrument. The instrument will include all comments from each Board member.

In executive session, the Board president will present the completed evaluation instrument to the Superintendent.

The Superintendent will be evaluated each January.

## **CRITERIA AND PROCESSES FOR SELECTING BOARD OFFICERS:**

Board officers will be elected each year at the meeting in which newly elected members are sworn-in.

If a board office is vacated, Board reorganization must take place.

## **ROLE AND AUTHORITY OF BOARD MEMBERS OR BOARD OFFICERS:**

The president shall:

Preside at all Board meetings,  
appoint committees,  
call meetings as needed and  
sign all legal documents required by law.

The vice-president shall:

Serve as president should the president be temporarily absent.

The secretary shall:

in a temporary absence of the president and vice-president, serve as president,  
in a temporary absence of the president and vice-president, call meetings as needed, record the meeting proceedings and  
Counter-sign all necessary documents.

Board members or officers have no authority outside legally called meetings.

Board members shall not direct employees in regard to performance of their duties.

## **MEDIA INQUIRES TO THE BOARD:**

All media inquiries should be directed to the superintendent.

## **REVIEWING BOARD OPERATING PROCEDURES:**

These operating procedures shall be reviewed and updated each year after the board election.

## **CODE OF ETHICS FOR BOARD MEMBERS**

As a member of the Board, I shall promote the best interests of the District *as a whole* and, to that end, shall adhere to the following ethical standards:

### **Equity in attitude**

- I will be fair, 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.

### **Trustworthiness 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.

### **Honor 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.

**Integrity 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.

**Commitment 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 Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

**Student-centered focus**

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