

**Plainview ISD Board of Education
Operating Standards**

Purpose: To demonstrate effective school board governance practices.

Meetings of the Board in Public

- Board members are expected to display respect for each other during all meeting and public forums. A culture of respect, professional and ethical behavior will be evident during these events.
- If a board member violates the meeting culture stated above, the Board President may recess the meeting to deal accordingly with the individual board member. The Board President may recommend action pending approval by the majority of the board.

Meeting Procedures

- The PISD Board follows the Newly Revised, Roberts Rules of Order.
- The Board President or presiding officer will recognize a board member wishing to speak on an agenda item. All board members shall be given the opportunity to speak before a board member can speak a second time.
- A board member's comments, or questions must be relevant to the agenda item being discussed.
- Board members who abstain from voting must state their reason(s) for abstaining at the time the vote is taken and must be recorded.

Board Meeting Agenda

- The agenda is prepared as a draft by the superintendent in consultation with the Board President. Final approval of the board meeting agenda is the responsibility of the Board President and superintendent.
- Any board member who wants an item on the agenda must submit the request in writing to the Board President one (1) week prior to the date the superintendent and Board President meet to prepare the board meeting agenda.
- The Board President has the prerogative to deny a request to place an item on the agenda. The board member who was denied may appeal to the Board President. If appeal is denied, the board member may request the Board President to form an Ad Hoc Committee to hear the appeal.

Executive Session

- The following personnel are the only people allowed to be in the room during the Executive Session portion of the board meeting: board members, superintendent, school attorney.
- Other personnel may be allowed to attend Executive Session by consent of the Board President and superintendent.
- Board members and superintendent will not divulge any information, comment, or discuss about any of the proceedings during Executive Session other than what is published on the agenda.

- No votes will be taken in Executive Session. Any items discussed in Executive Session that require board action will take place in Open Session.
- The Board President will compose an official public statement that meets with the approval with the majority of the board to be read in Open Session. These statements must ensure that they meet the letter of the law relevant to Executive Session. If the school district's attorney is present, the attorney's input is important.
- The Plainview ISD Board of Trustees will follow all rules, mandates, and laws pertaining to Board of Trustees Closed and or Executive Session.

Board Self-Governance

- A board member having a concern about another board member's perceived behavior in violation of the Board's Operating Standards should meet first individually with the board member to attempt to resolve the issue. If the concern remains, the board member brings it to the attention of the Board President. If the issue is at an impasse, the Board President may place an item on the Executive Session.
- If after Executive Session the board determines that a reprimand is warranted, such action can only be addressed in a posted public session.

Board Member Information Requests: *Non-Agenda Items*

- Individual board members should request information directly from the superintendent.
- The superintendent will determine if the information is available from existing sources or if a special report is necessary.
- If the information is available, it will be provided as soon as reasonable to the requestor and to all board members.
- If the information requires a special report that will divert specific staff from established priorities, the superintendent will notify the requestor and the Board President. The superintendent will also notify the requestor and Board President the approximate time (hours necessary) to complete the report.
- The Board President will place the information request on the agenda for the following meeting to determine if the majority of the board concurs that the information is necessary for its future decision-making.
- If the board approves the item, the superintendent will direct staff to initiate the report.

Board Member Communication Between Board Meetings

- Board members may communicate with other individual board members for purposes of asking questions, clarifying information, or socializing under circumstances that *do not* conflict or circumvent the Texas Open Meetings Act.
- Board members may *not* communicate with other board members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

Board Officers

- Following board elections, the board shall elect board officers, president/Board President, vice president, and secretary.
- The election shall follow state sunshine law and take place in open session.
- Board members seeking any board office must submit their names to the superintendent's administrative assistant prior to the board meeting where a vote will take place. The names will be given to the Board President.
- The Board President will call for the vote for each position.

New Board Member On-Boarding

- On-boarding for new board members should begin within two weeks after taking the oath of office.
- The Board President, superintendent and other personnel deemed appropriate by the Board President and superintendent, will provide the on-boarding for the new members.
- The on-boarding will include, but not limited to:
 - The culture of the district and the board.
 - The board's Core Beliefs and Commitments, Theory of Action
 - Board Operating Standards
 - PISD Board Member Ethics
 - PISD's Administrative Structure
 - PISD's Academic Overview
 - PISD's Financial Overview
 - PISD'S Business Systems Overview
 - State Sunshine Laws
 - Board Member Training Requirements
 - Board's annual calendar
 - Expense reimbursement procedures
 - PISD electronic communications training

Annual Board Calendar

- The annual board calendar will be developed jointly by the Board President and superintendent. After consultation with the board, the calendar shall be posted on the district's website after approval by the board. The calendar will be completed by no later than May of each year.
- The calendar may be changed at any time by consensus of the board.

Team Building

- The Board President will work with the superintendent to identify dates for board team-building session. This will take place during the month of June of each year.
- The board must publish the date according to the open meetings law, and address of the location where the training will be held.

District Personnel Appointments

- Board members may only approve or reject candidates brought forth by the superintendent, by state law. Board members may not lobby for specific personnel for hiring decisions.
- If a conflict of interest exists for a board member when voting on a personnel decision, the board member must abstain, as defined in board policy and on state statute.
- The superintendent has the sole responsibility for recommending principal appointments.
- Board members still have the right to express concern/s about specific employees, but only with the superintendent.

Hearing Grievances

- Board members must be knowledgeable regarding board policies relevant to hearing student and employee grievances and appeals.
- Board members shall not discuss the information discussed at the hearing or appeal. In addition, board members should not meet with the person(s) and/or representatives of the person filing the appeal or grievance prior to the hearing. If a board member does so, the board member must recuse him/herself from the hearing.
- Only the Board President shall make public statements post-hearing.

Media

- The Board President or designee shall be the official spokesperson for the board.
- Press releases regarding the board shall be approved by the board prior to release unless an emergency exists.
- The superintendent or official designee shall be the official spokesperson for the district on issues that relate to district operations.
- Statements regarding personnel shall not be made to the media or other matters which are protected by law.
- Board members have the right to speak to the media as an individual, but readers/viewers will interpret comments as official statements of the full board.