



## **Little Elm School Board Operating Procedures**

**(Revised September 20, 2021)**

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The **Mission of the Little Elm ISD** is to...  
 ENGAGE, EQUIP, and EMPOWER each student to realize their full potential.



The **Vision of the Little Elm ISD Community** is to be “THE Destination District.”

AS LOBOS WE VALUE...

A culture founded on the highest qualities of character

- Excellence
- Integrity
- Respect
- Compassion

Unleashing every individual’s highest potential

- Promote high expectations
- Inspire creativity
- Nurture self-confidence
- Commit to accountability

Creating a community where every student loves to learn, every teacher loves to teach and every person is proud to call home (A foundation of culture that values unity and pride)

- Provide a safe and supportive environment
- Expand opportunities for achievement
- Support collaboration
- Promote district identity and culture
- Praise and celebrate success
- #loboproud

Embracing all of our kids as all of our kids

- Champion success
- Ignite passion
- Value and encourage every student
- Foster Relationships
- Cultivate ownership

Open, transparent, and timely communication

- Honest
- Clear
- Respectful
- Courteous
- Engaging

## **LEISD GOALS**

Recruitment, Retention, & Engagement

- Little Elm ISD will commit to engage in recruitment and retention practices which will ensure each employee is well-matched to expectations of their role and the District's Core Values.
- Little Elm ISD will create an atmosphere of servant-leadership.

Teaching & Learning

- Little Elm ISD will engage each student in rigorous relevant learning experiences.
- Little Elm ISD will engage each staff member in a culture of collaboration that extends each student's learning.

Communication & Community Partnerships

- Little Elm ISD will effectively communicate with all stakeholders.

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Board of Trustees Work Calendar

This is to be addressed under a separate agenda item during the Board Retreat.

# **Board Operating Procedures Little Elm Independent School District**

In effective school systems, the Superintendent and the Board function as a "TEAM OF EIGHT." A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy-making body for the district, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Little Elm ISD Board of Trustees and Superintendent function as a "TEAM OF EIGHT" to provide open communication to the staff and patrons of the district.

The Little Elm ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to set the expectations of the Board of Trustees and to effectively communicate with staff and patrons of the district.

## **I. CODE OF ETHICS Board Policies BBF (LOCAL)**

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

1. Fair, just and impartial decisions and actions.
2. Accord others the respect I wish for myself.
3. Encourage expressions of different opinions and listen with an open mind to others' ideas.
4. Accountability to the public by representing District policies, programs, priorities, and progress accurately.
5. Responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
6. Ensure prudent and accountable use of District resources.
7. Recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise performance or responsibilities.
8. Tell the truth.
9. Express opinions and views during the discussion of motions but following the vote shall respect the majority decision as the decision of the Board.
10. Shall not discuss any information or express opinions in public when the district is involved with third party negotiations.
11. Make decisions in terms of the educational welfare of all children in the District and on fact rather than supposition, opinion, or public favor.
12. Refuse to surrender judgment to any individual or group at the expense of the District as a whole.
13. Consistently uphold all applicable laws, rules, policies, and governance procedures.
14. Hold confidential all matters and information that is privileged under applicable laws or will needlessly harm employees, individuals or the District if disclosed.
15. Focus attention on fulfilling the Board's responsibilities of goal setting, policymaking and evaluation.
16. Diligently prepare for and attend Board meetings by studying the material in the Board packet and when possible presenting or resolving questions beforehand by contacting the Superintendent or administrative staff.
17. Refrain from individual involvement in activities the Board has delegated to the Superintendent.
18. Seek continuing education that will meet legal requirements and enhance my ability to fulfill my duties effectively.
19. Use of social media, texting or other forms of electronic communication are subject to open records requests, and therefore are prohibited during board meetings.

## **II. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS**

### **BDAA (LOCAL)**

**A. Board Officers:** The Board shall elect a President, a Vice President and a Secretary who shall be members of the Board. The District may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting. Officers of the Board shall be elected at the first regular meeting or special meeting of the Board following the regular election, as stated by policy or at any time thereafter in order to fill a vacancy. As the first order of business, elections will take place in open session, as required by the Texas Open Meetings Act.

**B. Election of Board Officers:** The election of Board Officers is governed by Board Policies BDAA (LEGAL), BDAA (LOCAL), and elections must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. The Trustees will comply with the requirements of the Board's Policies, Operating Procedures and the Texas Open Meetings Act in the selection of officers.

1. Any Trustee who seeks to be elected as an officer will inform the President of his/her intention. The Trustee will inform the President of the following:

- a. The Trustee is seeking election as an officer
- b. The specific officer position the Trustee seeks
- c. Notification will be in writing, which can include e-mail, and will state their intent to seek Board Officer position and the title of the office being sought.
- d. Upon receiving notice a Trustee is seeking election to be an officer, a designee will promptly notify the other Trustees of the intent of the Trustee.
- e. A Trustee may choose to withdraw his/her name from consideration for an office by notifying the President, who will then have a designee notify all Trustees, at any time up until the election is conducted.
- f. A nomination does not require a second.
- g. A Board member may be nominated for a position even if they did not submit a written request following the steps above.

2. The Board President shall duly call a meeting of the Board, the first business meeting in June following submission of intent, for nominations and for the election of Board Officers. The call of the meeting will include a provision for an executive/closed session for the purpose of reconstituting the officers of the Board.

3. During the executive/closed session, the Board will deliberate the duties and qualifications of a public officer.

A. The Board will discuss all nominees before any vote is taken

4. When reconvened in open session, in compliance with the Texas Open Meetings Act, the Board President will move for nominations of members for officers.

5. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.

6. The Superintendent will preside over the election of the Board President.

7. Following the election of the Board President, the newly placed Board President will officiate the election process for the remaining officer positions.

8. Newly elected officers will assume responsibility for their office immediately upon election to the Board Office.

**C. Vacancy:** A vacancy among officers of the Board shall be filled by majority action of the Board for the remainder of the term.

**D. Terms and Duties:** Board officers shall serve for a term of two year or until a successor is elected. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

**E. President:** In addition to the duties required by law, the President of the Board shall:

1. Preside at all meetings of the Board unless unable to attend.
2. Have the right to discuss, make motions and resolutions and vote on all matters coming before the Board.
3. Call special meetings of the Board. [See BE]

4. Sign all legal documents, warrants, vouchers and reports, as required by statute, state or federal regulations or Board policy.
5. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
6. Receive official correspondence addressed to the Board.
7. Assist in the development of the agenda for each meeting.
8. Represent the Board and the District at certain ceremonial occasions and events.
9. Lay before the Board from time to time whatever matters and suggestions he or she may consider to be within the best interest of the public schools.
10. Perform all other duties which may be prescribed by law, authorized by the Board or mandated by a court of competent jurisdiction for the chief officer of the Board.

**F. Vice President:** The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

**G. Secretary:** The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

### III. GOVERNANCE BE (LEGAL)

**Board Meetings:** The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the board is present and voting. *Education Code 11.051(a-1)*

**A. Definition:** "Meeting" means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action.

"Meeting" also means a gathering:

1. That is conducted by the Board or for which the Board is responsible;
2. At which a quorum (e.g., four members of a seven-member board) of members of the Board is present;
3. That has been called by the Board; and
4. At which Board members receive information from, give information to, ask questions of or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

**B. Open to Public:** Every meeting of the Board shall be open to the public. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. *Gov't Code 551.002, 551.084, Ch. 551, Subch. D, Subch. E* [See BDB and BEC]

**C. Social Function or Convention:** The term "meeting" does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state or national convention or workshop, ceremonial event or press conference, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference. *Gov't Code 551.001(4)*

**D. Meeting Place:** The location of a board meeting shall be specified in the notice for the meeting, which is posted on the outside bulletin board of the Zellars Center for Learning and the district website.

**E. Meeting Time:** Regular meetings of the Board shall be held on the third Monday of each month at 6:30 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

**F. Special or Emergency Meetings:**

1. The time and place of special and emergency meetings shall be as set out in the notice for the meeting.
2. The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.
3. The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

**G. Agenda:**

**1. Deadline:** The deadline for submitting items for inclusion on the agenda is noon of the third calendar day before regular meetings and noon of the third calendar day before special meetings.

**2. Preparation:**

- a. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee 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 Trustee-requested topics that have been timely submitted.
- b. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are on the agenda. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
- c. Prior to each meeting, the Superintendent or designee shall provide each member written notice of the meeting, an agenda listing, appropriate reports, information, documents, and recommendations. Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

**H. Notice to Members:** Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

**I. Closed Meetings:** The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

**J. Order of Business:** The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

**K. Rules of Order:** The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the member's present.

**L. Voting:** Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. Members abstaining from voting should briefly state their reason for the abstention. [See BDAA (LOCAL) for the Board President's voting rights]

**M. Consent Agenda:** When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

**N. Superintendent's Report:** During the preparation of the agenda, the Board President and Superintendent shall collaborate to determine which items, if any, should be placed on the Superintendent's Report. The Superintendent's Report is intended for informational purposes only. The Board does not vote on these items, although a Board member may ask questions or lead a discussion on any of the items listed under the Superintendent's Report.

**O. Items for Executive Session:**

1. All personnel issues must be conducted in an executive session, unless specifically required by Texas Open Meeting Law.
2. The Board may discuss in executive session any and all subjects, for any and all purposes permitted by Sections 551.071-551.084.

- a. Attorney consultations
- b. Real property purchases or economic development negotiations
- c. Prospective gifts or donations to the District Personnel matters, including employee complaints
- d. Personally identifiable student information
- e. Medical or Psychiatric records
- f. Student discipline
- g. Security devices
- h. Assessment instruments
- i. Emergency Management
- j. Economic Development Negotiations

**P. Board Meetings and Public Participation:**

**1. Public Comment/Citizen Input:** Persons may address the Board on any issue in a manner that does not attack the character of any school official or employee (there is a separate policy for bringing such concerns to the Board of Trustees)(see below). This is the appropriate time for persons to address the Board on concerns whether the subject is on this agenda or not. Please observe the time limit of five (5) minutes. In accordance with the State of Texas Open Meeting Act, the Board may not comment or deliberate such statements during this period, except as authorized by Section 551.072, Texas Government Code

- a. All individuals wishing to speak are required to register in advance. Individuals may sign up online at [www.littleelmsd.net](http://www.littleelmsd.net) no later than 5:30pm the day of the board meeting or may pick up and fill out the Public Comment form at the Administration Building and deliver the completed form to the designee no later than 7:00pm the day of the board meeting.
- b. The Board President will call up to the podium those individuals from the audience who have signed up to speak. All speakers are asked to direct their comments to the Board, not to the audience.
- c. All speakers are to begin by stating their full name for the record.
- d. All speakers are given 5 minutes to speak and may address the Board only once. Speakers will not be allowed to cede time to another speaker. Large groups are encouraged to designate a spokesperson. Such groups may designate one spokesperson to speak on its behalf with a maximum time of ten (10) minutes.
- e. The Board reserves the right when more than six persons sign up for public comment to reduce the minutes for speakers to no less than 2 minutes apiece.
- f. The Public Comment will then close.

**2. Complaints and Concerns:** The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. All complaints or concerns about school employees and officials shall be referred to the below policies to utilize that procedure, which eventually permits the individual on appeal to be placed on the board agenda in order that the board may question, comment, and deliberate on such concerns:

- a. Employee complaints: DGBA
- b. Student or parent complaints: FNG
- c. Public complaints: GF

**Q. BOARD MEMBERS AUTHORITY BBE (LOCAL)**

**A. Board Members Authority:** The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]

**B. Transacting Business:** When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.

**C. Individual Authority for Committing the Board:** Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization

of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]

**D. Individual Access to Information:** An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, 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. [See GBA]

**E. Limitations:** If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public. An Individual Board member 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 accordance with policy FL. A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the public information act.

**F. Requests for Records:** An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided. In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

**G. Request for Reports:** No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

**H. Confidentiality:** At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements.

## **V. BOARD MEMBERS TRAINING AND ORIENTATION BBD (LEGAL)**

### **A. Required Training:**

1. Each Trustee must complete any training required by the State Board of Education. The minutes of the last regular meeting of the Board held during a calendar year must reflect whether each Trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. *Education Code 11.159*
2. Continuing education for Board members includes orientation sessions, an annual team building session with the Board and the Superintendent and specified hours of continuing education based on identified needs.

**B. Local Orientation:** All Board members shall receive a local District orientation and an orientation to the Texas Education Code.

### **C. New Members:**

1. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. The purpose of this orientation is to familiarize new Board members with local Board policies and procedures and District goals and priorities.
2. All newly elected Board members shall receive the orientation to The Texas Education Code within the first year of service. The orientation shall be delivered by regional education services centers and shall be three hours in length.

**D. Sitting Board Members:** All sitting Board members shall receive a basic orientation to the Texas Education Code and relevant legal obligations. The orientation will have special but not exclusive emphasis on statutory provisions related to Texas school district governance. The orientation shall be delivered by regional education services centers and shall be three hours in length. Topics shall include, but not be limited to, Texas Education Code, Chapter 26 (Parental Rights and Responsibilities), and Texas Education Code, Section 28.004 (Local School Health Education Advisory Council and Health Education Instruction). [See BDF, EHAA, and FNG]

**E. Legislative Updates:** After each session of the Texas Legislature, each Board member shall receive an updated session from a regional education service center or any registered provider to the basic orientation to the Texas Education Code. The update session shall be of sufficient length to familiarize Board members with major changes in the Education Code and other relevant legal developments related to school governance. A Board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an additional legislative update.

**F. Team Building:** The entire Board, including all Board members, shall annually participate with the Superintendent in a team-building session facilitated by the regional education service center or any

registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the governance leadership team for the upcoming year.

**G. Continuing Education:** In addition to the orientation and team building training, all Board members shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD (EXHIBIT)] The continuing education sessions may be provided by the regional education service centers or other registered providers. To the extent possible, the entire Board shall participate in continuing education programs together.

**H. First Year:** In their first year of service, Board members shall receive at least ten hours of continuing education in fulfillment of assessed needs. Board members may fulfill up to five of the required ten hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

**I. Subsequent Years:** Following the first year of service, Board members shall receive at least five hours of continuing education annually in fulfillment of assessed needs. Board members may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

**J. Presidents:** The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.

**K. Local Training:** At least 50 percent of the annual continuing education shall be designed and delivered by persons not employed or affiliated with the Board member's local school District. No more than one hour of the required continuing education that is delivered by the local District may use self-instructional materials. *19 TAC 61.1*

**L. Specific Open Meetings Training:**

1. Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

2. Board members sworn in before January 1, 2006, must complete the training required by Government Code 551.005 before January 1, 2007. *Gov't Code 551.005*

**M. Specific Open Records Training:**

1. Within 90 days after taking the oath of office or assuming duties as a public official, each Board member and public information coordinator shall complete a course of training regarding the responsibilities of the District and District officers and employees under Chapter 552 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

2. A Board member may designate a public information coordinator to satisfy the training requirements of Government Code 552.012 for the Board member if the public information coordinator is primarily responsible for administering the responsibilities of the Board member or District under Government Code Chapter 552.

3. Board members and public information coordinators who have been sworn in or assumed duties before January 1, 2006, must complete the training required by Government Code 552.012 before January 1, 2007. *Gov't Code 552.012*

**N. Annual Compliance Announcement:** Annually, at the meeting at which the call for election of Board members is normally scheduled, the President or designee shall announce the name of each Board member who has completed the required continuing education, who has exceeded the required hours of continuing education and who is deficient in the required continuing education. The President shall cause the minutes to reflect the information and shall make this information available to the local media.

**O. Training During Meetings:** No continuing education shall take place during a Board meeting unless that meeting is called for the delivery of Board training. Continuing education may take place prior to or after a legally called Board meeting in accordance with the Government Code. *19 TAC 61.1*

**P. Conventions and Workshops:** Board members may attend regional, state or national conventions or workshops without such gatherings being construed as “meetings” under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning District business, and any discussion of public business shall be merely incidental to the convention or workshop. *Gov’t Code 551.001(4)*

**Q. Commendation:** Annually, the State Board shall commend those Board- Superintendent teams that receive at least eight hours of the continuing education in the local orientation and team-building sessions as an entire Board- Superintendent team. *19 TAC 61.1*

## **VI. PUBLIC COMPLAINTS GF (LOCAL)**

**A. Guiding Principles:** The Board encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator.

**B. Formal Process:**

1. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by an individual, he or she may initiate the formal process described below by timely filing a written complaint form.
2. Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.
3. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

**C. Freedom from Retaliation:** Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

**D. Application:** Except as addressed by SPECIFIC COMPLAINTS, below, this policy applies to all complaints or grievances from the public.

**E. Specific Complaints:** For more information on how to proceed with complaints regarding:

1. Alleged discrimination, see GA.
2. Instructional materials, see EFA.
3. On-campus distribution of non-school materials, see GKDA.
4. A commissioned peace officer who is an employee of the District, see CKE.

## **VII. ANONYMOUS PHONE CALLS AND/OR LETTERS**

The Little Elm ISD Board of Trustees encourages input; however, anonymous calls, letters and e-mails will not receive Board attention, discussion or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

## **VIII. RESPONSE TO SIGNED LETTERS**

The Board of Trustees encourages input. A signed letter or e-mail will be forwarded to the Superintendent. The Superintendent or a designee will respond to the letter or e-mail and communicate their actions/response to the signed letter to the Board.

## **IX. BOARD MEMBER TO VISIT SCHOOL CAMPUSES**

**A.** Board Members are encouraged to visit any campus.

**B.** As a courtesy, Board Members shall inform the campus Principal of any visit in advance of the visit whenever possible, unless the Member is attending a function to which he/she has been invited or visiting the campus as a parent.

**C.** Board Members must check in at the Principal's office following district guidelines, and must secure an identification badge visible if they do not have their district issued ID.

**D.** Board members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.

**E.** Board Members shall not assume a supervisory role with staff or students.

**F.** Board Members shall not assume a participator role with staff or students unless specifically requested by campus staff.

**G.** Board Members shall remember the chain of command for complaints, concerns, and request.

**H.** Board members shall not attempt to solve problems or make promises.

**I.** Board Members shall make positive observations about the school and express concerns privately to the Superintendent.

**\*\*** This operating procedure does not pertain to visits as a parent, as a spectator to school events or other events open to the general public.

## **X. COMMUNICATIONS WITH SUPERINTENDENT**

**A.** Superintendent will meet with the Board President on a routine basis.

**B.** Superintendent will communicate with all Board members via regular transmittals by telephone calls, faxes, e-mail, text messages or personal visits.

**C.** Superintendent and Board President will communicate information in a timely manner to all Board members.

**D.** Board will keep Superintendent informed via telephone calls, faxes, e-mail, text messages or personal visits.

## **XI. COMMUNICATIONS WITH THE COMMUNITY**

**A.** Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, Board Members are expected to:

1. Listen politely and respectfully.
2. Relay information about the District in a positive and truthful manner.
3. Communicate the district's student success and achievements.
4. Communicate community support for a shared school district.
5. Refer questions about specific District activities/issues to the appropriate staff personnel at the lowest administrative level.

**B.** Signed letters to the Board of Trustees, an individual Board Member, or the Superintendent will be forwarded to the Superintendent to be shared with the entire board with a notation of any action taken, if the letter is not of a confidential or personal nature.

**C.** A Board Member retains the right to speak to anyone as an individual but should understand that any comment will likely be interpreted by the listener as being an "official" statement of the Board. When speaking as an individual, the Board Member should clarify that he/she is speaking as an individual and not for the Board of Trustees.

## **XI. COMMUNICATIONS WITH THE MEDIA**

**A.** The Board President or designee shall be the official spokesperson for the Board to the media on issues of media attention that require a response from the Board.

**B.** The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.

- C. The Board President may make statements on behalf of the Board only on actions or positions upon which the Board has taken official action, unless an emergency or public necessity exists.
- D. Board Member who receives a call from the media requesting information, comments, or an interview regarding District business shall direct the caller to the Superintendent's office.
- E. The Superintendent shall notify the Board of any media requests by email or phone subject to importance of the request.
- F. Statements shall not be made to the media regarding personnel or other matters protected by law.
- G. A Board Member retains the right to speak to the media as an individual but must understand that any comment will likely be interpreted by viewers/readers as an "official" statement of the Board.

### **XIII. SUPERINTENDENT EVALUATION BJCD (LOCAL)**

**A. Evaluation Instrument:** The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA (LOCAL)] and performance goals and shall be adopted by the Board.

**B. Written Evaluation:**

- 1. The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.
- 2. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

**C. Objectives:** The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

- 1. Clarify to the Superintendent his or her role, as seen by the Board.
- 2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
- 3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
- 4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
- 5. Ensure administrative leadership for excellence in the District.
- 6. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

### **XIV. SUPERINTENDENT EVALUATION BJCD (EXHIBIT)**

**A. Procedures for Appraisal of Superintendent Recommended by the Commissioner:**

**Note:** The following procedures, which are recommended but not required by the Commissioner, may be used in whole or in part for the Superintendent's evaluation.

- 1. The Board shall establish an annual calendar providing for the following activities, in which both the Board and the Superintendent shall participate:
  - a. Procedures for setting goals that define expectations and set priorities for the Superintendent.
  - b. Formative conference.
  - c. Summative conference.
- 2. The Superintendent shall be involved in developing, selecting or revising the appraisal instrument and process. *19 TAC 150.1022* Student performance shall be a part of locally developed appraisal instruments for Superintendents as specified in Education Code 39.054. *19 TAC150.1022(e)* A student performance domain shall be included in the appraisal of the Superintendent as follows: "The Superintendent promotes improvement of the performance of students in the District through activities such as comparing disaggregated student performance results to state accountability standards and to prior year performance."
- 3. The domains and descriptors used to evaluate the Superintendent may also include:
  - a. Instructional management.

- b. School or organization morale.
- c. School or organization improvement.
- d. Personnel management.
- e. Management of administrative, fiscal and facilities functions.
- f. Student management.
- g. School or community relations.
- h. Professional growth and development.
- i. Academic excellence indicators and campus performance objectives.
- j. Board relations.

**B. Additional Information Regarding Superintendent's Evaluation:**

1. Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation.
2. Evaluation is conducted in executive session.
3. Summative evaluation of the Superintendent will be conducted during the third quarter of the calendar year.
  - a. Superintendent shares an in-depth review on the progress of the action plans in place to accomplish the goals and objectives outlined.
  - b. Written evaluation is presented to Superintendent by the Board President in Executive Session.
  - c. Board may take action in Open Session to extend the Superintendent's contract and make salary adjustments.
4. Evaluation Schedule:
  - a. Summative Superintendent Evaluation/Contract September
  - b. Superintendent/District Goals; Approve District Improvement Plan October
  - c. Approve Superintendent Goals and Evaluation Instrument November
  - d. Approve Campus Action Plans December
  - e. Mid-Cycle Superintendent Progress Check April
  - f. Annual Departmental Updates \* April – August
  - g. Assessment/Accountability Results August

\* Business; Communications; C&I; Facilities & Operations; HR; Student Services; Technology

**XV. EVALUATION OF THE BOARD**

- A. The Board shall conduct a self-evaluation annually.
- B. The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings and self-improvement activities.

**XVI. REVIEW BOARD OPERATING PROCEDURES**

Standard Board Operating Procedures will be reviewed and updated annually.

**XVII. CAMPAIGNING FOR ELECTION**

**A. Support from Employees:**

1. School district employees, during work hours, will not be solicited for endorsement by any Board Member campaigning for re-election. Use of district materials and systems (including district email communications) will not be used by any employee to discuss or solicit support of any candidate running for election or re-election. Texas Education Code Section 11.168, as amended by the 79<sup>th</sup> Legislature, 2005.
2. Campaign materials may only be distributed on school property in accordance with Board Policy.

**B. Support of Board Members:** The Board, as a whole, will not endorse any candidate running for public office.

**C. Board members as Private Citizens:** Board Members may endorse any school board candidate of their choice and may put endorsement signs in their private yards; however, individual Trustees should exercise heightened caution when providing a personal endorsement to candidates.

## **XVIII. BOARD MEMBERS COMPENSATION AND EXPENSES BBG (LEGAL/LOCAL)**

### **A. Expense Reimbursement:**

1. An amount for Board member travel expenses shall be approved in the budget each year.
2. A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

### **B. Travel Expenses:**

1. Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:
  - a) Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses.
  - b) Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.
2. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

**C. Documentation Required:** For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

**D. Members Expenses:** Local funds and state funds not designated for a specific purpose may be used for purposes determined by the Board to be necessary in the conduct of the public schools. Reimbursement of travel expenses for Board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. *Education Code 45.105(c); Atty. Gen. Op. H-133 (1973)*

**E. Nonmembers Expenses:** The Board 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 Board members to Board-related activities. *Atty. Gen. Op. MW-93 (1979)*

## **XVIII. GRADUATION CEREMONIES**

Former Board Members may, at their option, sit on the stage and hand the High School Diploma facsimile to their graduating family member. It will be the responsibility of the former Board Member to let the current Board Member know that he/she would like to participate in such graduation ceremony.

#### **XIV. SOCIAL MEDIA GUIDELINES**

Board members serve as not only representatives and fiduciaries of the Little Elm ISD community, but also as role models of good judgment, professionalism, and the highest-level of community standards. Social media can be a positive tool for fostering community engagement with the District. The following are guidelines that should be considered as it relates to social media usage by the LEISD Board of Trustees. Social media includes, but is not limited to, social networking sites, blogs, wikis, message boards, electronic newsletters, and online forums.

As a member of the LEISD School Board, please consider the following guidelines:

- School Board Trustees should be aware of how their actions on social media may impact the District, fellow School Board Trustees, and District employees.
- School Board Trustees should conduct themselves when online in a manner that reflects well on the District.
- School Board Trustees should immediately report harassing or defamatory communications to the superintendent if they involve school officials, staff, students, or direct business.
- When using social media, School Board Trustees should avoid deliberating school district business with a quorum of the Board. Board members should not use online communications as a vehicle for communicating with each other regarding District business outside of meetings.
- School Board Trustees should avoid posting content that indicates that their opinion has been formed on a pending matter.
- School Board Trustees should be careful to not allow social media opinions to direct their decisions made as a Trustee.
- School Board Trustees are not to publish, post or release any information that is considered confidential. If there are questions about what is considered confidential, School Board Trustees should consult with the Human Resources Department.
- Social media networks, blogs and other types of online content sometimes generate press, media attention, or legal questions. School Board Trustees should refer these inquiries to authorized LEISD spokespersons.
- School Board Trustees should only post content that the District has already released to the public.
- If School Board Trustees find or encounter a situation while using social media that threatens to become antagonistic, Trustees should disengage from the dialogue in a polite manner and seek the advice of LEISD spokespersons, the Human Resources Department or the Superintendent.
- Social media use shouldn't interfere with Board member's responsibilities at LEISD.
- School Board Trustees should comply with the District's Acceptable Use Policy when using district-issues devices or technology resources.
- School Board Trustees should retain electronic records according to District policy.