

# Mineola Independent School District



## Board of Trustees General Operating Procedures

2017-2018

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*to be completed upon revisions....*

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# INTRODUCTION

Providing the children of the Mineola Independent School District an exemplary education in a safe environment is our prime focus, and we take on the challenge of ensuring them a secure future when we accept our role in this endeavor.

The leadership team must create an atmosphere that invites parents, students, staff, and community members to become partners in the educational process. These interactions will require the team to approach issues and concerns in a consistent and professional manner while displaying both the confidence and empathy necessary to gain the respect required to effectively manage the district. The team will set the ultimate example for protocol and decorum and act as the final decision-makers for the school district.

The School Board works with the superintendent to keep the district focus on the educational welfare of all children and measures and communicates how well the vision is being accomplished. They develop goals and policies that clearly define the district's goals and objectives.

In order to understand our roles and responsibilities to the students and community of the Mineola Independent School District, it is important for us to establish practices, processes, and procedures that are communicated to each member of the leadership team. Our commitment to this effort will be met, in part, through the development and annual review of the Board Operating Procedures Manual.

# MISSION STATEMENT

Mineola Independent School District, in partnership with the community, is dedicated to developing lifelong learners and leaders prepared to contribute to a diverse and dynamic world.

## CORE VALUES

Respect

Empathy

Resilience

Integrity

Ambition

## PARAMETERS

- Decisions will be made in the best interest of our children.
- Learning is our core business.
- We will be good stewards of taxpayer dollars.
- We will not allow government regulations to impede opportunities for our students' education.

# ETHICS FOR SCHOOL 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 found in BBF (LOCAL):

## **Equity 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.

## **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 of 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 keep confidential information that is privileged 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 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

# **Board Member Protocol**

# BOARD MEMBER EXPECTATIONS

Each School Board Member serves an important part of the Team of 8 encompassing the seven Board Members plus the Superintendent. The role of each Board Member is important to the effective leadership team that governs Mineola ISD. The expectations for each member are as follows. Each Board Member is:

- A Trustee for the entire ISD
- A leader for the entire ISD
- An elected public official
- Equal to all the other Board members
- Responsible for governance
- Responsible for personal preparation for all meetings
- Expected to attend Board meetings
- Expected to attend district wide functions as available
- Expected to be familiar with current laws
- Expected to attend further training
- Expected to support Board decisions
- Expected to support the chain of command in dealing with problems
- Expected to assist in educating the public on district issues where appropriate
- Is not expected to be a legal expert on all aspects of public education
- Will not be divisive or negative influence
- Will not divulge inside information

Additional Board Member Qualifications can be found in BBA (LEGAL).

# CRIMINAL BACKGROUND CHECKS FOR BOARD MEMBERS

In consideration of the District's priority of maintaining the safety and security of students, Board members agree to be held to the same standards of conduct as District employees and volunteers. Board members who wish to have access to campuses and/or direct access to students will authorize the District to obtain criminal history record information. In this respect, the following procedure shall be considered:

- At the beginning of each year, Board members who wish access to the District's campuses and/or direct access to students shall sign the Authorization to Conduct Criminal Background Check form (*see attached*).
- Any report of criminal history record will be reviewed by the Board's legal counsel for evaluation pursuant to applicable law and statutory regulations. After review and consultation with the Board president, Board counsel will destroy all criminal history records within seven (7) days, unless directed otherwise by the Board.
- The District's legal counsel will render an opinion on whether or not the criminal history of a Board member warrants restricted access to the District's campuses and/or access to students according to the same guidelines used for volunteers. If such a determination is made, the Board member who is subject to the restriction may visit campuses and/or students but must be escorted by an Mineola ISD administrator during such visits.
- After receiving an evaluation of the criminal history for each Board member, the president of the Board may convene a meeting with the Board member to discuss the details of the criminal history report.
- Criminal history information is privileged and for the use of the District only. No District employee or Board member shall release or disclose such information to any person other than the person who is the subject of the information, the Board of Trustees and/or the Board's legal counsel.

# Authorization to Conduct Criminal Background Check

I, \_\_\_\_\_, hereby give the Mineola Independent School District (the District) explicit permission to conduct a criminal background check on me and to obtain any and all records resulting from such inquiry. I understand that the criminal record check will be limited to the information which is needed pursuant to my office as a school board member.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# ROLE AND AUTHORITY OF BOARD MEMBERS / OFFICERS

As set down by state statute and contained in BBE (LOCAL) and BDAA (LEGAL)

## **Board 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)]

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]

## **Board Officer Authority:**

### President

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

- Preside at all Board meetings unless unable to attend.
- Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

### Vice President

The Vice President of the Board shall:

- 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.
- Become President only upon being elected to the position.

### Secretary

The Secretary of the Board shall:

- Ensure that an accurate record is kept of the proceedings of each Board meeting.
- Ensure that notices of Board meetings are posted and sent as required by law.
- In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
- In the absence of the President and Vice President, call the meeting to order and act as presiding officer.

- Sign or countersign documents as directed by action of the Board.

## **SELECTION OF BOARD OFFICERS**

The Board shall elect 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 the members present and voting.

A vacancy among officers of the Board shall be filled by majority action of the Board.

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

The President shall conduct the election of all Board Officers and then shall relinquish the chair to the new President (if the new President is a different Board Member). If the President is not reelected to the Board, the Vice-President or Secretary shall conduct the election.

A nomination for an Officer position requires a second.

If necessary, the Board may discuss the merits of nominees for a given office in closed session before voting in open session.

To conduct voting of Board Officers, the Board shall use the Viva Voce method, as outlined in Robert's Rules of Order, Newly Revised. If there is more than one nominee for an office, candidates are voted on in the order nominated. The chair asks for all in favor of a particular nominee, then for all opposed, before moving on to the next nominee. If the first nominee does not receive a majority of affirmative votes, the second name is announced and the votes called for. Voting continues for each nominee until one receives a majority. When one has received a majority, the remaining nominees need not be announced and voted on.

## **ELECTION / RE-ELECTION ACTIVITIES**

*(see additional legal requirements in Policies BBB, BBBA, BBBB, BBBC, and BBBD)*

No trustee shall campaign for office for themselves or other candidates in any Board meeting.

School district employees, during work hours, will not be solicited for endorsement by any Board member campaigning for election or reelection. Use of district materials and systems (including district email communications) will not be used by any employee or Board member to discuss or solicit support of any candidate running for election or re-election as per the Texas Education Code Section 11.168, as amended by the 79th Legislature, 2005.

Board members, as a whole, will not endorse any candidate running for public office.

No officer or employee of the District may knowingly use or authorize the use of an internal mail system for the distribution of political advertising unless the political advertising is delivered by the United States Postal Service. *Election Code 255.0031*

“Political advertising” means a communication supporting or opposing a candidate for nomination or election to a public office or office of a political party, a political party, a public officer, or a measure that:

- In return for consideration is published in a newspaper, magazine, or other periodical or is broadcast by radio or television;
- Appears in a pamphlet, circular, flier, billboard or other sign, bumper sticker, or similar form of written communication; or
- Appears on an Internet Web site.  
*Election Code 251.001(16); 1 TAC 20.1(13) (A)*

Under *Texas Election Code section 255.003*, any use of school district employee time for campaigning, no matter how minimal, is prohibited, as is any use of school district facilities.

Candidates may post signs on school campuses if the school or facility is in use as a polling site and the location of the sign complies with state law and local policy.

Board members, as private citizens, may endorse any candidate of their choice and may put endorsement signs in their private yards.

The Board as a whole operates as a non-partisan entity—we work with all elected officials in fulfilling our duties as stewards of MISD. With that in mind, Board members should be aware of a candidate’s position on public education before choosing to endorse them individually.

## **BOARD VACANCY**

If a board member is considering resignation from the Board, notify the Board president and the Superintendent.

A vacancy that occurs on the Board through death, resignation, or other means of removal may be filled by appointment by the remaining Board members until the next Board member election, in accordance with BBC(LEGAL).

At the time of the appointment, the appointee must be a registered voter and a resident of Mineola ISD. The appointed Board member shall serve until the next regular election for the position to which he or she was appointed.

# TRAVEL AND REIMBURSEMENT EXPENSES

Reimbursement to Board members for reasonable travel expenses for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools.

## General Guidelines:

- The District will not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board member to Board-related activities.
- All Board members attending a conference or training session are encouraged to attend two-thirds or more of available continuing education opportunities. All “early bird” workshops paid extra by the district must be attended except in a case of emergency. Failure to follow these guidelines may result in the cost of the training not being covered by the district.
- Board members who cancel paid conferences without good cause that result in the district incurring expenses shall reimburse the district for the expenses.
- Trustees should make prudent spending decisions while traveling and follow the district guidelines and procedures for maintaining travel expenses. Policy BBG (LOCAL).
- Expense reports should be submitted within thirty (30) days.
- Questions regarding travel will be addressed through the Board President

## REQUIRED BOARD TRAINING

In accordance with Board Policy BBD (LEGAL)—Training and Orientation, each member of the Board must complete any training required by the State Board of Education. Required training is as follows:

- Newly elected Board members are required to participate in a local district orientation within 60 days before or after the Board member’s election or appointment.

- Each Board member shall receive a basic orientation to the Texas Education Code and relevant legal obligations. (Newly elected Board members shall receive a total of three hours within the first year of service and returning Board members shall receive at least two hours after each legislative session--including regular and called session related to education).
- The superintendent and Board shall participate annually in a team building session facilitated by the ESC or another registered provider. The session shall be of a length deemed appropriate by the Board, but generally at least three hours.
- On an annual basis each Board member shall receive continuing education sessions that may be provided by ESCs or other registered providers—ten hours for first year Board members and five hours for returning Board members. These hours are in addition to the aforementioned requirements.
- The Board president shall receive continuing education related to the leadership duties of a Board president as a portion of his or her annual requirement.
- Continuing education shall not take place during a School Board meeting unless that meeting is called expressly for the delivery of Board member continuing education.
- The Board president shall announce annually, at the meeting at which the call for election of Board members is normally scheduled, the name of each Board member who has completed, exceeded, or has a deficit in the required number of continuing education hours.

**Induction into Board Culture:**

- New Board members must attend a minimum of ten hours of training and current board members must attend a minimum of five hours per year.
- New Board members are encouraged to complete as much training as possible during their first year of service.
- At the discretion of the Board President or the request of the new member, new Board members may be assigned an existing Board member who will serve as a mentor.
- New Board members should feel free to ask questions of the Superintendent, Board President, and other Board members.
- The Superintendent shall meet with the new Board member to provide district overview.

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

## **BOARD MEMBERS AS PARENTS**

While members of the Board have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents, therefore:

- Board members should make it clear that they are acting as a parent
- Board members should not request nor accept extraordinary consideration for their student
- Board members follow the same chain of command as non-board members

## **CAMPUS VISITATIONS**

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations. [See also GKC]

Board members are encouraged to attend any school's events as often as possible as their time permits. However, Board members should use good judgment with regard to actions, discussions and frequency of visits.

Board members shall sign in as a visitor as required by all visitors entering a district facility.

Board members may visit campus in her/his role of parent. However, if there is any doubt of the trustee's role, the trustee should notify the Superintendent prior to the visit.

Board members must notify the Superintendent's office, in advance, of the time and purpose of an uninvited visit or any visit to a campus that is made in the role of trustee.

Board members are not to assume a supervisory role for staff or students during campus visits.

Board members are not to go unannounced into teacher's classrooms. Classroom visits will be made by invitation only. Board members shall contact the principal to schedule a time that will not conflict with the instructional day.

Board members shall consider the instruction/activities in progress and interact with staff members and students during free periods, lunch time, or recess only.

Board members shall not give advice or direction to any staff member or student except in instances when safety or liability concerns are an issue.

Campus visits may not be made in conjunction with campaigning for reelection.

# **Board Meeting Protocol**

# DEVELOPING BOARD MEETING AGENDA

## Types of Agendas:

- Regular
- Special
- Emergency

## Placement of Items on the Regular Meeting Agenda -BE (LOCAL)

In consultation with the Board 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 timely submitted by a Board member.

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 Board President's approval. In reviewing the preliminary agenda, 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 scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

## Quorum

Any time a majority of the Members of the Board are gathered to discuss District business, it is considered a meeting, and must be posted as such according to Board policy and the Texas Open Meetings Act.

Unless a quorum (majority of the Members of the Board) is established, no business of the Board can be conducted.

# CONDUCT DURING BOARD MEETINGS

Regularly scheduled board meetings are generally held on the third Monday of each month. A yearly calendar of Board Meeting dates will be published by June 1. Agenda packets are posted to Boardbook for members no view later than the preceding Friday.

- Board members are expected to attend and participate in duly called meetings.

- Board members should come to the board meetings prepared to discuss and take action on all items on the agenda. At a minimum, each Board member is expected to have done the following prior to arrival at every board meeting:
  - a. Studied the material in the board packet sent to them prior to the meeting.
  - b. When possible, resolve questions beforehand by contacting the Superintendent or administrative staff.
- Anytime four (4) or more Board members are gathered to discuss school district business, it is considered a meeting with a quorum present. Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
- The Board shall observe the parliamentary procedures in Robert’s Rules of Order, except as otherwise provided in board procedural rules or by law.
- All discussion shall be directed solely to the business currently under deliberation.
- The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
- The presiding officer shall recognize a Board member wishing to comment.
- The presiding officer may limit time of debate of individual members in order to allow each member an opportunity to speak.
- Board members will be respectful of other board members and the Superintendent during discussions.
- Except in the event of emergency or family commitments, Board Members will not email or send text messages during meetings.
- Although there may be dissenting votes, which are a matter of record, each Board decision shall be an action by the whole Board, binding upon each Member.

## **PUBLIC COMMENT**

### **Public Forum**

- The Board encourages citizens to make their comments, concerns and ideas known to the Board during the Citizen Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items.

- Public Forum will normally be held at or near 7:00 p.m. A person wishing to address the Board shall sign up prior to the beginning of the meeting. On the day of the meeting, the sign-up sheets for public comments will be available at the meeting location. Each citizen should sign up personally, and speakers will be called forward in the order in which they signed up. The MISD Board seeks to conduct their meetings in a polite, professional manner, and would appreciate citizen comments being shared in a similar fashion.
- Each speaker will be given up to five (5) minutes. Speakers may not “donate” their time to another speaker.
- When five or more speakers wish to address the same agenda item, the Board asks that the group appoint one spokesperson who will speak for five (5) minutes.
- If citizens are bringing a written statement or support materials, please provide copies for the seven Board members and the Superintendent.
- Specific complaints about individual district personnel shall be processed through the District's grievance policy.
- The Board requests that citizens not refer to students or employees by name during their comments.
- Citizens’ comments may be limited at the presiding officer’s discretion.

**Board Response to Persons Addressing the Board During Public Forum:**

- The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
- The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda. The presiding officer shall recognize Board members prior to any member asking clarifying questions or making statements to the Board. Board members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.

*For specific legal policies related to public participation at Board meetings, see District Policy BED (LEGAL).*

## **VOTING PROCEDURES**

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.

Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.

The Board President may make motions, second motions, enter into debate or discussion and vote on all matters coming before the Board.

Except in a conflict of interest as defined by law, Board members shall cast a vote. No member shall vote on a motion in which he or she has a direct pecuniary interest not common to other members of the board.

Voting shall be done by a show of hands or voice. All votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.

## **EXECUTIVE / CLOSED SESSION**

### **Role of Board in Closed Session – BEC (LEGAL)**

- Board can only discuss those items listed on the closed agenda and as limited by the law, Texas Government Code Chapter 551.
- Board must vote in public (open) session.
- Information discussed during the closed session must remain confidential.
- The certified agenda form will be filled out by the secretary and be signed by secretary verifying it is correct.
- Information shared by the Superintendent to the Board in Executive Session will be kept confidential until the Superintendent notifies the Board that such information is public.

# Communication

## **EFFECTIVE WORKING RELATIONSHIPS**

A district is only as strong as the Superintendent/Board relationship. The Superintendent is the CEO of the organization and the Board is a governing body, much like a Board of Directors is a business setting. The Board must give the Superintendent leeway to accomplish the directives provided by the Board without getting involved in the day-to-day decisions and tasks.

An effective Board member communicates with the Superintendent about a concern. It is the Superintendent's job to address concerns. Board members should not violate the chain of command. Doing so causes disrespect and unclear expectations between staff, the Superintendent and the Board.

## **BOARD / SUPERINTENDENT COMMUNICATION**

With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed [refer to BJA (LOCAL)]. The Superintendent will communicate information in a timely fashion to all Board members through:

- board meetings and executive sessions.
- board correspondence.
- telephone calls.
- one-on-one meetings.
- voice mail
- e-mail
- text messages

Board members will keep the Superintendent informed via:

- telephone calls
- voice mails
- e-mails
- text messages
- personal visits
- dialogue meetings
- requests for executive session
- open meeting discussions

Superintendent will communicate with Board President on a routine basis to discuss issues of the district.

Requests to Superintendent from Board President will be distributed to all Board members in electronic mail messages.

Correspondence related to formal complaints or grievances, as described in District Policies DGBA, FNG, and GF (Legal and Local), will not be forwarded to Board members in order that they may maintain their objectivity pertaining to matters that may require Board action in the future. The sender will be notified with an explanation of the decision not to forward the communication.

## **COMMUNICATION BETWEEN BOARD MEMBERS**

Board members may communicate with one another on a one-to-one basis using electronic means and devices (email, texts, Facebook, Twitter, etc.) to the extent there is no attempt to circumvent the Texas Open Meetings Act. Electronic communication to multiple board members should always be initiated by the Superintendent or designee and any response or follow-up questions should be directed to the Superintendent only.

Board members should remember that all written communication related to school district business and potential board action – regardless of the device used – is subject to disclosure under requests for public information.

Communications shall not be used to lobby for votes, conduct “straw polls” with a majority of board members or to otherwise circumvent the Texas Open Meetings Act.

*Refer to BBI (LEGAL) and BBI (LOCAL) for additional information.*

## **REQUEST FOR INFORMATION**

### **Board Member Request for Information**

Board members shall consider Board Policy BBE (LOCAL)—Board Members: Authority when requesting information from staff members. Information/reports will be generated according to the following procedures:

- Board members may e-mail or contact the Superintendent for information requests.
- Individual Board members may request information which will be shared with the entire Board via weekly Board Notes.

- If considerable time and effort will be spent on the part of a staff member, or additional resources are required in order to prepare a complete reporting of information (i.e., MIS, clerical etc.), the request may be added to the Action Items List for Board review, including an estimate of time and resources required.
- The administration shall define resources needed as well as expected completion dates for all reports.
- The Action Items Report will be presented for Board approval during each meeting.

**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 public in accordance with the Public Information Chapter of the Government Code. [See GBA]

*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. [See GBAA]

*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, who shall respond within the time frames required by law. 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 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.

*Requests 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 action.

*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.

## **CONTACT WITH CAMPUSES AND STAFF**

Board members are encouraged to know staff members but are never to give staff members directives. If the employee communication is a complaint, the board member will listen respectfully and then refer the staff member back to the chain of command so that district policy can be applied in resolving the issue (*see complaint section of procedures*).

Board Members have the right to communicate with District employees in personal conversation and social settings as long as such communication does not circumvent the role and authority of the Superintendent. Circumvention occurs when the Board Member's intent is to persuade employees, direct employees, elicit a position from employees, or obtain information from employees without the board's knowledge or Superintendent's knowledge and/or consent.

## **COMMUNICATION WITH THE PUBLIC**

- Board members who participate in social media, such as but not limited to Facebook and Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board of constituting an online board meeting.
- Board will communicate with the community through public forums, regular Board meetings, committee meetings, electronic media and regular publications.
- Individual Board Members are not authorized to speak in an official capacity outside the Board meeting [BBE (LOCAL)].
- Board members will not respond to anonymous communication, but may refer it TO THE Superintendent.
- To be most effective, Board Members should be present and active in the local community.

## CITIZEN COMPLAINT TO INDIVIDUAL BOARD MEMBER

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

Given that a board of trustees' responsibility is to promote the success of the Mineola ISD, its students and staff, board members shall:

- Listen respectfully; remain impartial.
- Explain that as an individual member of the board, you have no authority to intervene.
- Ask if complainant has spoken with the involved party. If no, encourage community member to do so; if yes, then board member may refer complainant to the formal process. Ask if complainant has followed the chain of command and/or appropriate board policy and direct them to the appropriate level.
- If complainant does not know the district's chain of command, provide the following information: Talk to the authority closest to the problem. If no resolution is reached, then you may formalize the process and file a formal complaint as outlined in board policy GF (LOCAL).
- Board members should inform the Superintendent of the complaint.
- The Superintendent will inform the Board of the resolution of any referred issue, as appropriate.
- If an issue advances to a Level 2 grievance, the Superintendent or designee will keep a log of complaints. This log will be reviewed with the Board monthly to identify trends in order that improvements can be made.
- If a matter becomes a formal grievance and the Board Member knows or learns anything about the grievance or appeal case, except what is admitted through the formal documents, that might render him/her unable to hear the grievance or

appeal impartially, then he/she must inform the Superintendent immediately and should recuse himself/herself from the hearing.

### **District Chain of Command**

- Complainant must first discuss problem with the authority closest to the problem; i.e., teacher, assistant principal, principal. If not satisfied. . .
- Complainant should go to the authority over the person on the first level. All campus authority must first be exhausted. If not satisfied. . .
- Complainant should contact the superintendent's office where the complaint will be appropriately routed. If not satisfied. . .
- Complainant should request to speak to the superintendent or superintendent's designee. If not satisfied. . .
- Complainant should bring the complaint to the Board of Trustees by following district policy FNB (LOCAL).

The superintendent shall inform the Board of all resolutions to the complaints that have been directly referred by the Board of Trustees.

## **MEDIA INQUIRIES TO BOARD MEMBERS**

The Board President or designee will be the official spokesperson for the Board to the media on issues that relate to Board operations.

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

The Board President or designee may only make statements on actions or positions upon which the Board has taken official action.

A Board Member who receives a call from the media requesting information, comments, or an interview regarding district business will direct the caller to the Superintendent's office, and will then notify the Superintendent of the call.

The Superintendent will notify the Board of any media requests. If the matter is urgent, the Superintendent will notify each Board Member via phone, email, or text, whichever is more practical.

The Superintendent or designee will keep Board Members apprised of issues the media may be considering.

Statements will not be made to the media regarding personnel or other matters protected by law.

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. In speaking as an individual, the Board Member should:

- Clarify that he/she is speaking as an individual and not for the Board of Trustees.
- Remind the media representative(s) that official statements of the Board are only by the Board President (or his/her designee).
- Remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.
- Notify the district Superintendent about the media request.

# **Performance and Evaluation**

# BOARD GOALS

## Goal 1

Provide an exemplary instructional program for all students that promotes successful post secondary college and career readiness while eliminating the opportunity gap. (Educational Excellence)

## Goal 2

Prepare our students for the challenges of the 21st century with unique learning opportunities that utilize technology, engaging instructional practice, and quality co-curricular and extra-curricular programs (Innovative and Technology)

## Goal 3

Provide a safe and secure learning environment with state of the art facilities and resources. (Safety)

## Goal 4

Recruit, develop, and retain excellent employees who are part of the Mineola community and who are focused on quality service to our students and their families. (Highly Qualified Staff)

## Goal 5

Increase partnerships and engagement with staff, parents, students and patrons of Mineola ISD. (Communications and Community Involvement)

## Goal 6

Operate in an efficient and effective manner to be good stewards of available resources. (Fiscal and Operational Management)

# SUPERINTENDENT EVALUATION

## 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.

## Written Evaluation

The Board shall prepare a written evaluation of the Superintendent annually, typically in January/February, or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed session.

### **Objectives**

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

- Clarify to the Superintendent his or her role, as seen by the Board.
- 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.
- Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
- Develop and sustain a harmonious working relationship between the Board and the Superintendent.
- Ensure administrative leadership for excellence in the District.

### **Informal Evaluation**

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

## **EVALUATION OF THE BOARD**

The Board is committed to assessing its performance as a Board in order to identify its strengths and areas in which to improve.

The annual Board evaluation will include:

- An annual training where the board will conduct a self-evaluation
- A discussion of the compilation of the results
- The development of a set of objectives for the next year

# REVIEW OF BOARD OPERATING PROCEDURES

Board of Trustees Governance Policies and Operating Procedures will be reviewed each year and will be part of Board evaluation and training. Modifications and changes will be made as an Action Item on the School Board Meeting Agenda.

## COMPLIANCE WITH BOARD OPERATING PROCEDURES

### Private Censure of Behavior

- In the event of inappropriate behavior by a Board member, the Board may choose to censure or sanction the Board member. The Board may do this privately.
- The censure will consist of a calmly worded statement of:
  - The inappropriate behavior of the named Board member
  - The desired behavior
  - A statement of agreement by a majority of the Board members that the behavior is inappropriate

### Public Sanction of Behavior

- The Board may also choose to issue a public sanction, either:
  - Concurrently with the private censure
  - After the Board member has not modified the behavior, even following a private censure
- The sanction would consist of a calmly worded statement of:
  - The inappropriate behavior of the named Board member
  - The desired behavior
  - A statement of agreement by a majority of the Board members that the behavior is inappropriate

### Withdrawal of Resources

- The Board may choose to withhold financial resources from the offending Board member. Examples might be disallowance of reimbursement for travel or expenses.

### Request for Resignation

- Under extreme conditions the Board may agree to ask the offending Board member to resign

# MINEOLA ISD BOARD OF TRUSTEES AFFIDAVIT

As a member of the Mineola Independent School District Board of Trustees, I hereby state and affirm that I have reviewed Board policies, ethics, regulations and operating procedures. I further state and affirm that I will endeavor to comply with such policies, regulations, and procedures at all times during my service on the Board with the District.

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Printed Name

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Trustee Signature  
Mineola Independent School District  
State of Texas  
County of Wood

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Date