



# BOARD OPERATING PROCEDURES

Goose Creek Consolidated  
Independent School District

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## Team Member Communication with Other Team Members

### Procedure:

- 1) In order to facilitate effective Board action, team members may communicate with each other outside of board meetings.
- 2) These communications should be open, honest, and focused on clarifying questions and sharing opinions and the experience/knowledge of the team members.
- 3) Communications should not be used to lobby for votes or to conduct “straw polls.” Communications with a majority of Board members may not be used to circumvent the Texas Open Meetings Act.
- 4) Written communication between Board members should be avoided.
- 5) Information relating to issues of substance needs to be sent to all Board members by the Superintendent or designee.

**Related Policies:** BE (Legal); BE(Local); BBD (Exhibit)

**Date approved or revised:** December 13, 2004

## Board Member's Request for Additional Information

Procedure:

- 1) All information requested by individual Board members will be provided to all other Board members.
- 2) For short answers to specific questions or the need for some previous communication clarified, Board members should contact the Superintendent or designee to get an answer.
- 3) Additional information that is readily available within the District:
  - a) Board members will notify the Superintendent of their specific request(s).
  - b) An appropriate time frame for preparation and presentation of the information will be established by the Superintendent.
  - c) If the requested information is deemed not to be readily available or a satisfactory time line cannot be established, either the Board member or the Superintendent can place the issue on the next Board meeting agenda to determine the Board's desires for the information.
- 4) Additional information that does not currently exist and requires additional research:
  - a) These requests must be placed before the Board at its next scheduled meeting to determine the Board's desires in directing the Superintendent to develop the requested information.
  - b) If the Board determines that the request is to be honored, it will determine an appropriate time line for presentation of the information at the same meeting that it directs the development of the requested information.

**Related Policies:** BBE (Local); BJA (Legal)

**Date approved or revised:** December 13, 2004

## Board Members' Contact with District Locations

Procedure:

Board members . . .

- Are encouraged to visit any District location(s),
- Must inform the Superintendent prior to any visit of any District location(s) when acting in the capacity of a Board Member,
- Must check in at the site administrator's office following District Guidelines and Policies.
- May communicate with any staff member or student during conference periods, lunch, recess, and before or after school without interrupting scheduled learning periods or interfering with the learning process.
- When visiting a District site, a Board member will not assume a supervisory role with staff or students except when safety or liability is an issue.
- When in discussion with staff, Board members will be courteous, respectful, and professional.

**Related Policies:** BBE (Legal); BBE(Local); GKA (Legal); GKA (Local)

**Date approved or revised:** July 31, 2008

## Dealing with Complaints from the Community

### Procedure:

- 1) Listen briefly and respectfully; remain impartial.
  - Never refuse to listen to the complaint.
  - Never suggest that you can solve the problem yourself.
  - Never be insensitive to the complainant.
- 2) Ask if complainant has talked to the involved party.
- 3) Ask if complainant has followed the chain of command.
- 4) If complainant does not know the District's chain of command, have them contact the Board's recording secretary. Board members may inform the Superintendent if, in their opinion, the issue has the potential to escalate. (The Superintendent will keep all Board members informed.)
- 5) The Superintendent will inform the Board member of the resolution of any referred issue.

**Related Policies:** DGBA (Legal); DGBA (Local); FNG (Legal); FNG (Local); GF (Local)

**Date approved or revised:** December 13, 2004

## Board Member Communication with the Media

Procedure:

- 1) Questions regarding official action of the District should be directed to the Public Information Office or Superintendent.
- 2) Board members should:
  - Remember that expressing individual opinion is not necessarily the Board's opinion.
  - Make certain that specific comments to the media as an individual Board member on Board issues are clarified:
    - a) If the Board has acted be sure your comments indicate such action.
    - b) If the Board has not acted – individual Board members should make certain that any comments made are not the action/opinion of the Board.
- 3) Board members should be careful not to comment inappropriately to the media, commit to provide information, or act alone regarding official action of the Board unless the Board has approved such action.

**Related Policies:** BE (Legal); BE(Local); BEE(Local)

**Date approved or revised:** December 13, 2004

## Board Member Communication with the Community

### Procedure:

Given that a Board of Trustees' responsibility is to promote the success of the Superintendent of Schools and Goose Creek Consolidated Independent School District, Board members shall:

- 1) Communicate positively, listen responsibly, and advocate for the District.
- 2) Clarify Trustees' obligations, responsibilities, and limitations as a member of the Board.
- 3) Communicate responses to public questions, inquiries, and suggestions.
- 4) Support Board decision(s).
- 5) Not criticize District personnel.
- 6) Not speak for the Board unless specifically designated as the Board spokesperson on an issue.

**Related Policies:** BED (Legal); BED(Local)

**Date approved or revised:** December 13, 2004



## Placing Items on the Board Meeting Agenda

Procedure:

- 1) Items that Board members desire to be included on the Board meeting agenda are forwarded to the Superintendent at least two days prior to the preparation of the meeting agenda.
- 2) Each agenda shall include an item to discuss future agenda items.

**Related Policies:** BE (Legal); BE(Local)

**Date approved or revised:** December 13, 2004

## Board Member Preparation for and Participation in Meetings

Procedure:

The Administration will ensure that all (necessary) information is supplied to each member to allow for informed decisions. Agenda packets will be delivered at least three days before Board meetings. (This may change if agenda items are placed on the agenda later.)

- 1) All board members will be prepared to address the agenda.
  - Board members will read agenda packet materials before each Board meeting.
  - Board members should ask agenda related questions of the superintendent at least four hours before the scheduled Board meeting.
- 2) During the board meeting(s)
  - The Board President will have full authority to follow and enforce all *Robert's Rules of Order*.
  - The Board President will control the flow of discussion.
  - The President may limit time of debate by individual members in order to allow each member an opportunity to speak.

**Related Policies:** BE(Legal); BE(Local); BBF(Local); BED (Legal); BED (Local)

**Date approved or revised:** December 13, 2004

## Board Communication with the Community During Public Forum

**Definition of Public Forum:** Any time public opinion is solicited regarding a specific topic in a separate meeting.

Procedure:

- 1) The Board and Superintendent will meet to define the specific objectives that will be communicated during the forum set or called by the Board.
- 2) The Superintendent will act as the group spokesman.
- 3) The Superintendent, upon consultation with the Board, will issue an invitation to the key individuals from the District that should be in attendance.
- 4) The public forum and its planned presentation will be followed by a question and answer session; however, it will not be used solely to gather information.
- 5) All Board members and key individuals will make every effort to be in attendance.
- 6) It is acceptable not to have all of the answers to the community's questions, but answers will be provided as soon as possible.
- 7) The session will be recorded by the Board's recording secretary.
- 8) Following the public forum, the Board and Superintendent will assess the issues addressed in the public forum and develop appropriate responses to unanswered questions.
- 9) Those responses to unanswered questions in a public forum will be addressed in writing and posted.

**Related Policies:** BED (Legal); BED(Local)

**Date approved or revised:** December 13, 2004

## How to: Hear Level III Employee Grievances or Complaints

- 1)** Board members will review Policy DGBA (LEGAL) and (LOCAL) before hearing a formal grievance by a school employee. This policy has specific time lines, procedures, and forms that need to be used in the grievance process.
- 2)** This procedure and Policy DGBA do not apply to the termination or Nonrenewal of a contract employee. The board should consult the Policy DF Series and the district's lawyer for these situations.
- 3)** The proper forum for hearing a Level III grievance is as an agenda item at a properly posted meeting.
  - a)** The board president will guide the process of the grievance presentation, ensure that the presentation is confined to the issues brought up at lower levels, and not permit new or expanded grievances to enter the proceeding.
  - b)** Board members who have personal knowledge of the situation or relationships with an employee involved in the complaint should purposefully evaluate their situation and decide whether to excuse themselves to avoid violating district policies regarding nepotism BBFA (LEGAL) or ethical behavior BBF (LOCAL).
  - c)** The board president will require that all parties provide copies of their written materials to board members prior to the start of any presentation in order for the board to review the documentation.
  - d)** The board will listen to the presentation of the grievance, the administration's response to the presentation, and any rebuttal to the administration's response.
  - e)** Following the rebuttal, the presiding officer will allow board members to ask questions of any party to clarify facts presented at the meeting.
  - f)** During the proceedings, the board will act professionally and in a business-like manner.
- 4)** Following the process in Step 3, the board should exercise one of the options listed in Policy DGBA (LOCAL).
  - a)** Deny the grievance—uphold the lower-level decision. This option implies that the board has heard and considered the grievance but considers the grievance unfounded and takes formal action to indicate its choice to deny.
  - b)** Grant the grievance—reverse the lower-level decision.

- c) Grant in part and deny in part—modify specific parts of the lower-level decision.
- d) Take no action—uphold the lower-level decision. This option implies that the board has heard and considered the grievance but takes no other formal action on the issue.

5) The board may postpone its decision until the next scheduled meeting.

**Related Policies:** DGBA (LEGAL) and (LOCAL), BE (LEGAL), BEC (LEGAL)

**Date approved or revised:** February 12, 2007

## New Board Member Orientation

### Procedure:

- 1) Local District orientation should take place as soon as practical but not more than 60 days after their election date.
- 2) Superintendent, appropriate District personnel, and at least two incumbent members will present the orientation.
- 3) The orientation will be conducted in accordance with the Texas Open Meetings Act.
- 4) Orientation will include, but is not limited to:
  - Current Board operating procedures
  - Expectations concerning executive session
  - Confidentiality [required] of Board members
  - Responsibility of spouses' confidentiality
  - Budget Development Process
  - District organization
  - Duties and responsibilities
  - Required training including dates of training events and convention
  - Calendar of Board events
  - Overview of District statistics

**Related Policies:** BBD (Legal); BBD (Exhibit)

**Date approved or revised:** July 31, 2008

## How to: Prepare the Annual School Board Activity Calendar

- 1) Annually, in the month immediately following board reorganization, the board president will meet with the superintendent and establish a tentative board activity calendar.
- 2) The purpose of the board activity calendar is to identify in one document all important and/or required board tasks and schedule them at appropriate times during the year.
- 3) Tasks included on the activity calendar may include, but are not limited to, the following board activities and actions:
  - a) Activities and actions required by law or policy
    - Approval of the district and campus improvement plans  
Public meeting on district achievement (AEIS report) after receipt of results on the state assessment
    - Superintendent evaluation (formative and summative)
    - Approval of superintendent performance goals (board goals)
    - Renewal of administrative and teaching staff contracts
    - Budget workshop(s) and public hearing to adopt the budget
    - Public hearing on the tax rates and set the tax rates
    - Board-superintendent team building and assessment
    - Review of annual district audit
    - New board member orientation
  - b) Additional activities desired for effective governance and oversight
    - Board or team building and self-assessment workshop
    - District goal progress reports
    - District planning session
    - Annual district goals adoption
- 4) The board president will present the annual board activity calendar to the board for review and approval prior to the first regularly scheduled board meeting in August.
- 5) Dates and events entered on the annual board calendar may be modified during the year by a majority vote of the board.

**Related Policies:** BJCD (LEGAL) and (LOCAL), CE (LEGAL) and (LOCAL), BBD (LEGAL), CFA (LEGAL), CFC (LEGAL), BQ (LEGAL) and (LOCAL), BQA (LEGAL) and (LOCAL), BQB (LEGAL) and (LOCAL), BR (LEGAL)

**Date approved or revised:** February 12, 2007