Texas Association of School Boards
Leadership Team Services

Developing Team Operating Procedures

West Orange-Cove CISD

July 14, 2015

Developing Team Operating Procedure

West Orange-Cove CISD

Participants: District Governance Team

Session Agenda

July 14, 2015

- Introductions and review of agenda

- Workshop structure

1) Define what operating procedures are an identify the benefits of having effective procedures

2) Understand the characteristics of effective team procedures

3) Review previously developed team procedures

4) Prioritize and then develop operating procedures to meet the team's needs

- Closing remarks and acknowledgements

Guidelines

- Participate

- Strive for brevity and open communication

- Listen with respect

- Voice concerns as we go

- Be responsible for self

- Have fun

Topic: How to handle parent and community complaints

1) The board member is not to attempt to resolve a complaint from a community member but rather to listen respectfully and remain impartial.

2) Ask complainant what procedure, if any, he/she followed.

3) If he/she has not followed the "Chain of Command," advise them to do so.

4) If the complainant does not know the district's "Chain of Command," refer them to policy FNG (LOCAL) and GF (LOCAL).

5) Inform them that there is a time limit in the policy and a written complaint may be required.

6) Board members will inform the superintendent if the issue has the potential to escalate.

7) The superintendent will inform the entire Board of the resolution of any referred issue.

Related Policies:

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to visit campuses

1) Board members may visit campuses under the following conditions:

   a) They check-in with the principal's office.

   b) Their visit does not interfere with the learning process.

2) Board members cannot visit campuses for investigation or evaluation purposes.

3) Board members may informally communicate with any staff member or student during lunch, recess, or before and after school.

4) Board members will not assume a supervisory role with staff or students except when safety or liability is an issue.

Related Policies:

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to handle employee complaints

1) The board member is not to attempt to resolve a complaint from an employee but rather to listen respectfully and remain impartial.

2) Ask complainant what procedure, if any, he/she followed.

3) If he/she has not followed the "Chain of Command," advise them to do so.

4) If the complainant does not know the district's "Chain of Command," refer them to policy DGBA (LOCAL).

5) Inform them that there is a time limit in the policy and a written grievance will be required.

6) Board members will inform the superintendent if the issue has the potential to escalate.

7) Superintendent will report the resolution to the entire Board.

Related Policies:

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to prepare for board meetings

1) Administration will insure that all necessary information is supplied to each member to allow for informed decisions. Agenda packets will be received 72 hours before board meetings.

2) All participants will be prepared to address the agenda.

   a) Board members will read agenda packet materials before each board meeting.

   b) Board members will ask agenda related questions of the superintendent before the scheduled board meeting.

3) The board president will have full authority to follow and enforce all Robert's Rules of Order.

4) Members will not speak without being recognized by the president.

5) The president may limit time of debate by individual members in order to allow each member an opportunity to speak.

Related Policies:

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to place items on the board meeting agenda

1) Items that board members desire be included on the **posted** Board meeting agenda are forwarded to the board president or superintendent at least four days prior to the meeting. The final Board Agenda will not be posted until approximately 72 hours before the Board Meeting.

Related Policies:

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to request information not related to agenda items

1) Members requesting information should make a request to the board president or superintendent.

2) If the routine information can be provided with no diversion of staff time from readily available data, then it will be provided to the entire Board as soon as feasible.

3) In the event the request requires a special effort or the report that will divert staff time from established priorities, the board president will place the request for information on the next meeting agenda to determine if a majority of the board thinks the requested information is necessary for its future decision-making.

4) If the board does agree that the information is important for decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.

5) All team members will receive a copy of any information or report generated by a request in accordance with this procedure.

Related Policies: BBE (LOCAL)

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to communication with other board members

1) In order to facilitate effective board action, board members are encouraged to communicate with each other through the superintendent outside of board meetings. The superintendent will pose the question to the entire Board, along with the answer once it is known.

2) These communications should be open and honest and be focused on clarifying questions and sharing the experience and knowledge of the board members with one another.

3) Communications should not be used to lobby for votes, to conduct "straw polls" with a majority of board members or to otherwise circumvent the Texas Open Meetings Act.

Related Policies:

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to conduct closed sessions

1) The president will state the purpose of the closed session as permitted by the Open Meetings Act before going into closed session.

2) Members will discuss only the issues pertinent to the agenda items stated as the purpose for the closed session.

3) The session will be limited to the least amount of time necessary to address the agenda items under consideration.

4) Members may share information freely, understanding that team members will not discuss information disclosed in the closed session.

5) The presiding officer will direct any staff member or advisor in attendance that all discussion during closed sessions must remain confidential.

6) Closed meetings will not be recorded by an individual trustee against the wishes of a majority of the board.

7) The board will take no straw votes in closed sessions, but will take any action related to items discussed in closed session after the board has reconvened in open session, in accordance with law and policy BEC (LEGAL)

Related Policies: BEC (LEGAL); BBE (LOCAL)

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to orient new board members

1) Local district orientation should take place within 60 days before or after the election date, although it would be done before in the case of an unopposed candidate.

2) The orientation will include, but is not limited to:

- Current board operating procedures

- District organization

- Duties and responsibilities

- Required training including dates of training events and convention

- Calendar of board events

- An orientation to the Texas Open Meetings Act

- Overview of district statistics such as:

  a) Square miles
  b) Number of bus routes
  c) Number of employees
  d) Expenditures, revenues, debt service
  e) Campus enrollments
  f) District goals

Related Policies:

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Topic: How to communicate with the community

1) Members of the board will promote the success of the superintendent of schools and the district by:

   a) Communicating positively, listen responsibly, and advocate for the district.

   b) Clarifying trustees' obligations, responsibilities, and limitations as a member of the board.

   c) Supporting board decision.

   d) Not criticizing district personnel.

   e) The Board President or his/her designee is the spokesperson for the Board of Trustees, while the Superintendent or his/her designee is the spokesperson for the District.

   f) Not speaking for the board unless specifically designated as the board president's spokesperson on an issue.

   g) By not acting on anonymous: calls, text, letters, email, etc. (unless it is an issue of public safety.

Related Policies:

Date revised: July 14, 2015

Date Board Approved: July 27, 2015

Essential Procedures Check List

These are the procedures that experience indicates impact most school boards. *The number in parenthesis following the procedure title is a sequence number that corresponds to the long list of potential procedures.*

11	Questions about the agenda **(1)**
8	Communication between board meetings **(2)**
5	Request for information other than agenda items **(3)**
1	Contact with campuses **(4)**
2	Responses to community complaints **(5)**
12	Communication with the media **(6)**
9	Communication with the community **(7)**
10	Preparation of the board meeting agenda **(8)**
7	Preparation for meetings **(9)**
13	Participation during meeting public forums **(10)**
6	New member orientation **(17)**
3	Responding to staff complaints
4	Closed session