

Board Operating Protocol Sections

Reviewed by the Board on December 8, 2020

To be submitted for approval on January 12, 2020

Organization of the Board

Board Member Liaisons

District Advisory Committees

District Vision and Strategic Plan

Organization of the Board

Further information: **BAA(LEGAL)** **BBF(LOCAL)** **BDAA(LEGAL)** **BDAA(LOCAL)** **BDAA(REGULATION)**

1. To qualify for an officer position, a Board Member must serve on the Board for a period of one year from either: the date of qualification of trustees and officer elections in election years; or May 1 in non-election years. A Board Member may express interest in more than one position.
2. The meeting for the election of Board officers will include a Closed Session for the purpose of deliberating the duties and qualifications of an officer.
3. A nomination for a Board officer requires a second. The Board will vote for each office in turn, beginning with the President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
4. A Board Member transitioning out of an officer position will review the position responsibilities, issues or projects with the incoming officer no later than 30 days after the election of officers.

Board Member Liaisons

Further information: **BAA(LEGAL)** **BBF(LOCAL)** **BDB(LEGAL)** **BDB(LOCAL)**

1. Through consultation and appointment by the Board President, Board Members serve as liaisons to community groups for one-year terms.
2. The following are Board Member Liaison roles in the community. The Board President will make the final determination as to which organizations will be assigned a Board Member Liaison.
 - City of Dallas
 - City of Plano
 - City of Richardson
 - Head Start Parent Policy Council

- Junior League of Collin County
 - NSBA Advocacy Institute
 - Plano Chamber of Commerce
 - Plano ISD Council of PTAs
 - Plano ISD Education Foundation
 - Collin County Association of Realtors
 - Richardson Chamber of Commerce
3. By May 15 for nonelection years and June 15 for election years, the Board President will solicit input from Board Members and assign liaison positions. Recommended liaison assignments will be approved by the Board at the next duly called meeting.
 4. Board Member Liaisons will be:
 - the contact person for Board Members with questions in that particular area;
 - willing to commit the time necessary to be effective;
 - responsible for communicating executive level summaries to the Board. An agenda item for liaison updates will be included on the Work Session Agenda to allow opportunity for sharing relevant information;
 - responsible for helping staff know how, when, what to communicate to the Board about the area; and
 - the Board's representative to the respective organization.
 5. Board Member Liaisons will not:
 - give orders, make decisions for the Board or District or otherwise imply that they are part of the District line of management; or
 - impede other Board Members from learning more about a subject from other staff.

District Advisory Committees

Further information: *BAA(LEGAL)* *BBF(LOCAL)* *BDB(LEGAL)* *BDB(LOCAL)* *BDF(LEGAL)* *BDF(LOCAL)*

1. The Board appoints community members to serve on ad-hoc District committees and task forces as necessary. These appointments include but are not limited to bond program committees, boundary realignment committees and various advisory committees.
2. The Board currently has five District Advisory Committees made up of parents, staff and community members:
 - Career Education
 - Diversity Advocacy
 - Health
 - Special Education
 - Gifted and Talented

3. A Board Member may appoint one community member to each District Advisory Committee for a three-year term. At the start of the school year, the Executive Assistant to the Board will send a list of committee members to the Board, indicating which terms are expiring. A Board Member may appoint someone to any committee where an opening exists if a Board Member does not already have an appointee serving on that committee. These appointments will be approved by the Board.
4. A District Advisory Committee chairperson will be a staff member.
5. Annually, the Board Advisory Subcommittee will establish goals for the upcoming school year for District Advisory Committees to be approved by the Board. Once approved, the Board will be notified if any changes to the goals are necessary.
6. The Board will recognize members who have served on District Advisory Committees and on any ad-hoc committees or task forces at the end of the school year.

District Vision and Strategic Plan

Further information: **BAA(LEGAL)** **BBD(EXHIBIT)** **BBF(LOCAL)**

1. The District's strategic plan will form the basis of the District's annual goals and initiatives. The Board will review and update the strategic plan at least every five years.
2. The Superintendent or designee will be responsible for the creation of annual District initiatives designed to fulfill the District's strategic plan.
3. The District's strategic plan will serve as a guide for the administration in preparing the District's budget as well as any other District, department or campus improvement plans.
4. The Board may review the goals at any time. At the end of the five-year strategic plan, the Board will direct the Superintendent to develop a process to update the strategic plan for the next five years.
5. In June, during the annual Board and Cabinet retreat, the previous year's goals will be reviewed and goals for the next school year will be developed in alignment with the strategic plan.
6. In October, the Board will approve the District Improvement Plan, Campus Improvement Plans, and Plan of Work identifying progress in the goals and objectives of the District's strategic plan.