

PLANO INDEPENDENT SCHOOL DISTRICT  
2700 West 15<sup>th</sup> Street  
Plano, Texas 75075

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COMMITTED TO EXCELLENCE  
DEDICATED TO CARING  
POWERED BY LEARNING  
**PLANO ISD PROUD.**

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PLANO ISD VISION



# Board of Trustees Operating Procedures

OUR  
— PLANO ISD —  
LEARNING COMMUNITY WILL  
EDUCATE, INSPIRE & EMPOWER  
EVERY STUDENT  
TO ACTIVATE THEIR UNIQUE POTENTIAL  
IN A DYNAMIC WORLD.

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PLANO ISD MISSION

*Approved August 6, 2024*

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# Preface

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The Plano Independent School District Board Operating Protocols have been approved by the Board of Trustees to be used in the context of their duties and responsibilities as Trustees. These protocols have been established to expand upon local policies adopted by the Board of Trustees. Adopting and adhering to these protocols ensures that the Board operates as a cohesive team to accomplish the District's vision, mission, and goals. Board policy and applicable law always supersedes Board Operating Protocols. Board activities and meetings will comply with the Texas Open Meetings Act and all Board policies.

Board Members will adhere to ethical standards established in policy and Board Operating Protocols and will honor their oath to serve all students and citizens of the District by committing to the following:

- function as a member of the body corporate, accepting responsibility for all Board decisions regardless of how they voted;
- base decisions on available facts;
- advocate for the best interests of all students in a non-partisan manner;
- diligently prepare for Board meetings; and
- maintain confidentiality.

# Elections

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*Further information:*    *BBA(LEGAL)*    *BBB(LEGAL)*    *BBB(LOCAL)*    *BBBA(LEGAL)*    *BBBB(LEGAL)*    *BBBC(LEGAL)*  
                                  *BBBD(LEGAL)*    *BBC(LEGAL)*

1. There are no term limits for Board Members or Board officers.
2. Board Member seeking re-election will not solicit District employees for endorsement during an employee's work hours or at any time while on District property.
3. The Board, as a body corporate, will not endorse any candidate running for any public office nor will the Board or any Board Member use District funds or other resources to electioneer for or against any candidate, measure, or political party.
4. Individual Board Members should exercise heightened caution and comply with District policies and Board procedures when providing a personal endorsement to any candidate or measure, including a bond election or an election pertaining to an entity other than Plano ISD. If a Board Member chooses to provide a personal endorsement with or without reference to their role as a Plano ISD Board Member, they do so without the Board's approval and/or endorsement.

# Organization of the Board

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*Further information:*    *BBB(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. If requested by an incoming officer, a Board Member transitioning out of an officer position or another appropriate Board Member will review the position responsibilities, issues or projects with the incoming officer no later than 30 days after the election of officers.

## New Board Member Orientation

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

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1. Board Member orientation will be scheduled as soon as possible after election or appointment, no later than 120 days after the Oath of Office. The Superintendent or designee will coordinate the orientation.
2. Orientation should include but is not limited to the following:
  - New Board Member Orientation Checklist, a summary and timeframe of orientation activities
  - Board Operating Protocols and Board policies
  - District administrative organization
  - Overview of Board Advisory Committees and Board Liaisons
  - Electronic communications
  - Budget overview and debt schedule
  - District goals and strategic plan
  - Sample Board annual calendar
  - Media relations
  - Annual continuing education training
3. New Board Members are encouraged to select an experienced Board Member mentor to guide them through their first year on the Board. New Board Members are encouraged to meet individually with other Board Members for the purpose of relationship building.
4. A new Board Member is required to attend training for newly elected Trustees regarding Board responsibilities, the Board and Superintendent partnership, and how to support the vision and mission of the District within 12 months of being elected or appointed. The Superintendent will also attend this training.

## Team of Eight Training

Further information: *BBD(LEGAL)*    *BBD(LOCAL)*    *BBD(EXHIBIT)*    *BJCB(LEGAL)*

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The annual three-hour Team of Eight team building session should occur as soon as possible after an election and no later than October if new Board Members have been elected. The Board President or designee will work with the Superintendent to find potential dates for the training, including years when no election is held. In consultation with the Board President, the Superintendent shall prepare the agenda for the Team of Eight team-building session; however, final approval for the agenda is the sole authority of the Board President.

## Board Self-Evaluation

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

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1. As specified in *BBD(EXHIBIT)*, each year the Board will annually assess its development needs both as a corporate body and as individuals.
2. The process will be facilitated by the Board President or designee, or an independent facilitator.

## Concerns about a Board Member

Further information: *BBC(LEGAL)* *BBF(LOCAL)*

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1. If a Board Member has a concern about the conduct or performance of another Board Member, the recommended process for addressing such concerns shall be the following, in this order:
  - The concerned Board Member shall have a private conversation with the Board Member to resolve the issue.
  - If unresolved, the concerned Board Member will meet privately with the Board President and outline the specific issue. The Board President and the concerned Board Member will meet with the Board Member to resolve the issue. If the concern is with the performance of the Board President, the Vice President will meet with the concerned Board Member.
  - If the issue is still not resolved, the concerned Board Member will hold a conference with the Board President (or Vice President with concerns regarding the President) and the Superintendent or designee to develop a plan of action to resolve the concerns.
2. If the issue remains unresolved, the concerned Board Member will, through the Board President, request that an item be placed on a regularly scheduled agenda as a Closed Session item- for discussion regarding whether such conduct or performance warrants reprimand or censorship. In such Closed Session, the concerned Board Member will present the concern first, and the Board Member subject of such concern will present a rebuttal second.
3. Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting. If a Board Member warrants censure as determined by the Board, the Board can pass a censure resolution.

## Annual Board Planning Calendar

Further information: *BE(LEGAL)* *BE(LOCAL)*

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1. The Board's annual planning calendar provides a general planning guideline and at a minimum, can include the following items:
  - required Board actions, including items legally required;
  - items required by Board policy; and
  - desired Board reports.
2. The Superintendent will maintain an annual Board Planning Calendar in collaboration with the Board President. The calendar will be available for Board Member review.

## Meetings

Further information: *BE(LEGAL)* *BE(LOCAL)* *BEC(LEGAL)* *BED(LEGAL)* *BED(LOCAL)*

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1. All meetings wherein the Board votes on any matter or allows public comment shall be videotaped and available on the Plano ISD website.
2. Board Meetings are open to the public and held at the Plano ISD Administration Building Board Room to conduct the formal business of the District.
3. Work Sessions are open to the public and held at the Plano ISD Administration Building Board Room to discuss items and to receive information. Work Sessions will primarily include review and dialogue about instructional programming and may include items for Board action when necessary.
4. A Special Meeting is a business meeting held on a date other than a regularly scheduled meeting on the published calendar.

5. Emergency Meetings are called to address a reasonably unforeseeable situation or an imminent threat to public health and safety which requires immediate action by the Board and may be scheduled with a one-hour notice. Unless hindered by the emergency, Emergency Meetings are videotaped and available on the Plano ISD website.
6. A retreat is a planning meeting between Board Members and staff which could include a training session for Board Members. A retreat must be held within the boundaries of the District.
7. Board Members are encouraged to make every effort to attend all meetings. If a Board Member is unable to attend, they will notify the Board President and the Superintendent as soon as possible.

## Preparation of the Agenda

Further information: BE(LEGAL) BE(LOCAL) BE(LEGAL) BE(LOCAL)

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1. In consultation with the Board President, the Superintendent shall prepare the agenda; however, final approval for the agenda is the sole authority of the Board President.
2. A Board Member may request that an item be included on a future agenda pursuant to Board policy BE(LOCAL). Upon the request of the Board President or the Superintendent, requesting Board Members will meet with the Board President and Superintendent to discuss the requested topic, the scope of any presentation required to address such topic and an estimate on the timing required to prepare such presentation. The Superintendent and Board President shall determine placement and timing of the requested item.

## Meeting Preparation

Further information: BE(LEGAL) BE(LOCAL) BE(LEGAL) BE(LEGAL) BE(LOCAL)

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1. The agenda packet is posted and notice emailed to Board Members four to five days before meetings. The Superintendent will ensure that documents and data for an agenda item, including presentations, are provided to all Board Members as soon as possible prior to the meeting, provided that the Superintendent is encouraged to make available all such materials no later than twenty-four hours prior to such meeting.
2. The Superintendent will ensure that adequate backup materials and necessary information for each agenda item are provided to Board Members. Backup materials and information not available when the agenda is posted will be provided immediately upon completion.
3. Once the Board agenda packet is posted, the Superintendent or designee will inform the Board of any agenda item supporting documentation revisions or updates.
4. For contracts placed on the agenda for approval, the Superintendent will ensure that the contract is available to Board Members upon request.

## Agenda Questions

Further information: BBE(LEGAL) BBE(LOCAL) BE(LEGAL) BE(LOCAL)

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1. Board Members will direct agenda-related questions to the Superintendent, the Board President, and the appropriate staff member (if known) as soon as possible before a meeting and are encouraged to submit all such questions no later than twenty-four hours prior to such meeting. This does not limit a Board Member's ability to ask questions during a Board meeting, provided that Board Members are encouraged to ask questions which may require additional preparation by the Superintendent or appropriate staff member as soon as possible before a meeting. If requested information is not available, the Superintendent will inform the Board Member before the beginning of the Board meeting or as soon as possible.

2. If an answer is not readily available, requires a special report, or requires a significant investment of time that will divert staff from established priorities, the Superintendent will notify the Board Member and the Board President prior to the start of the meeting. The Board Member has the option of pulling the item from the agenda or making a motion to postpone the agenda item for further consideration.
3. The Consent Agenda contains routine items grouped together for approval by the Board with no discussion. Any Board Member may remove an item from the Consent Agenda for separate consideration, making every effort to inform the Superintendent, Board President, and appropriate staff member prior to the meeting of their intent to remove the item to allow staff to prepare as needed. This does not limit a Board Member's right to remove an item from the Consent Agenda during a meeting. If a Board Member does not support an item on the Consent Agenda, they are encouraged to remove such item from the Consent Agenda for separate consideration to avoid jeopardizing passage of the remainder of the Consent Agenda.
4. The Superintendent or designee will ensure that answers provided to one Board Member are provided to all Board Members.

## Meeting Participation

*Further information:*    *BBF(LOCAL)*      *BE(LEGAL)*      *BE(LOCAL)*      *BEC(LEGAL)*      *BED(LEGAL)*      *BED(LOCAL)*

1. All Board Members are expected to conduct themselves professionally and ethically during meetings and public forums and in accordance with Roberts Rules of Order, Newly Revised, and applicable Board policy, including but not limited to BBF(LOCAL).
2. Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject.
3. Debate and discussion must continue until such time as each Board Member feels that they have had adequate time to ask clarifying questions or make comments, unless the question has been moved and adopted.
4. No Board Member will coerce another Board Member to vote in a particular manner and no member may solicit votes in any manner.
5. No Board Member will criticize any Board Member's questions, discussion or vote.
6. Although it is the duty of every Board Member who has an opinion on a question to express it by their vote, they cannot be compelled to vote and can abstain. Board Members abstaining from voting should briefly state their reason for the abstention.

## Closed Session

*Further information:*    *BBF(LOCAL)*      *BE(LEGAL)*      *BE(LOCAL)*      *BEC(LEGAL)*

1. All matters discussed in Closed Session are strictly confidential by law. If Board Members are asked for information regarding Closed Sessions, Board Members will state that they can give no information other than what is posted on the agenda.
2. Only members of the Board have a right to attend Closed Session, except that the District's attorney must be present when it meets under Section 551.071. A governmental body has discretion to include any of its officers, employees, representatives, and agents whose participation is necessary to the matter under consideration.
3. When it is apparent to and agreed upon by a consensus of the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding a Closed Session agenda item, the Board President will compose an official statement in compliance with the Texas Open Meetings Act.



- The Executive Assistant to the Board will create a certified agenda of Closed Sessions in cooperation with the Board Secretary.

## Response to Complaints

Further information:	BBE(LEGAL) FNG(LEGAL)	BBE(LOCAL) FNG(LOCAL)	BBF (LOCAL) FNG(EXHIBIT)	DGBA(LEGAL) GF(LEGAL)	DGBA(LOCAL) GF(LOCAL)	DGBA(EXHIBIT)
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- When a Board Member receives a complaint from a community member or an employee, the Board Member should:
  - listen respectfully;
  - remain impartial; and
  - ask if the District's procedures and chain of command have been followed.
- Concerns regarding students, teachers, principals or other campus administrators, should follow the grievance procedures established by policy FNG(LOCAL) for student/parent issues and DGBA(LOCAL) for employee issues.
- Concerns regarding community issues should be directed to Board Policy GF(LOCAL).
- Complaints addressed to all Board Members will be answered by the Board President on behalf of the Board. The Board President will respond as soon as practical and is encouraged to respond no later than two business days. If the Superintendent or designee has been asked by the Board President to respond to such communication, they will inform the Board when the issue has been addressed.
- Complaints addressed to an individual Board Member will be forwarded to the Board President and Superintendent or designee. If a response from the Board Member is warranted, the response will only clarify responsibilities of a Board Member; relay official actions of the Board; and advise that the matter has been given to the Board President.
- Complaints received by an individual Board Member using their personal email address or via text should be answered with the following or a substantially similar statement: *Due to requirements of the Texas Open Records Act, I only respond to emails and text messages pertaining to District business using the email address provided by the District.*
- If it is believed the entire Board was a recipient of a complaint, Board Members should confirm receipt of such correspondence by the Board President.
- Board Members will not respond to anonymous communications. The Board President may respond with the following: *Pursuant to Board Operating Protocols, the Board does not respond to anonymous communications.* Anonymous communications pertaining to criminal, health or safety issues will be forwarded to the Superintendent to be handled as required by law.
- If a Board Member receives communication which they perceive to be of a threatening nature, the Board Member will immediately forward the communication to the Superintendent and Board President.
- Communication or complaints pertaining to criminal, health or safety issues will be forwarded to the Superintendent and Board President to be handled as required by law.

## Grievances

Further information:	BAA(LEGAL) FNG(LEGAL)	BBE(LEGAL) FNG(LOCAL)	BBE(LOCAL) FNG(EXHIBIT)	DGBA(LEGAL) GF(LEGAL)	DGBA(LOCAL) GF(LOCAL)	DGBA(EXHIBIT)
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- The Board operates in a judicial capacity during a grievance hearing.
- Board Members will not privately seek out information regarding a grievance.

3. If a Board Member cannot hear a grievance or appeal impartially then they must inform the Superintendent and Board President as soon as possible, recuse themselves from the hearing including any deliberation by the Board thereof, and abstain from rendering a decision on the grievance or appeal.
4. If a Board Member knows or learns anything about a grievance case except what is admitted through the documents that might render or appear to render them unable to hear the grievance or appeal impartially, then they must inform the Superintendent and Board President as soon as possible. In addition, if the Board Member has been involved in communication with the grievant previous to the grievance hearing regarding the subject matter of the grievance, then the Board Member shall recuse themselves from the hearing and abstain from rendering a decision on the grievance or appeal.
5. The grievant, the District, and the Board may each elect to have its own legal counsel. If the District and the Board each elect to have legal counsel, such counsel shall not be from the same firm.
6. The Board President presides over the hearing and provides direction to all parties throughout the hearing.
7. Following presentation by the grievant and the District at the hearing, the Board and its legal counsel if present may consult privately regarding a possible grievance decision recommendation.
8. Grievance decisions become precedent-making events. Board Members should understand the potential implications of any decision.
9. Any Board Member who was not present for the entire grievance hearing must recuse themselves from the actual vote in Open Session.
10. All grievance-related materials must be held in the strictest confidence. A Board Member will share neither information from documentation nor what is heard during the actual grievance proceedings.
11. Board Members will return all grievance materials to the Superintendent or designee upon the conclusion of deliberations.
12. Any Board Member who violates the Board policy on grievances may be subject to censure.

## Requests for Non-Agenda Information

*Further information: BBE(LEGAL) BBE(LOCAL)*

1. Board Members will communicate their individual requests for non-agenda information to the Superintendent or designee and the Board President.
2. If requested information can be provided from readily available data with no diversion of staff's time, it will be provided within a reasonable amount of time.
3. If a request requires diversion of staff time from established priorities, the Superintendent will notify the requestor and the Board President. The Board President may elect to place the request for information on a future meeting agenda to determine if a majority of the Board agrees it is important for future decision-making or may direct the Board Member to procedures regarding placing an item on the agenda.
4. If a Board Member has an information request about a non-agenda item for a Cabinet Member, they will email the Cabinet Member and copy the Superintendent and Board President. Information requested will be provided to the Board Member with copy to the Board President and Superintendent or designee and may be provided to all Board Members.
5. If a Board Member has an information request for a department member not at Cabinet level, they will email the supervising Cabinet Member and copy the Superintendent and Board President. Information requested by one Board Member will be provided to the Board Member with copy to the Board President, supervising Cabinet Member and the Superintendent or designee.

6. If a Board Member has an information request requiring the Board attorney's response, they should refer the information request to the Superintendent and the Board President, who will relay the responsive information to the Board Member or advise the Board Member to contact the attorney directly. If the request involves information relative to a complaint against the Board President, then the request will be referred to the Superintendent and the Board Vice President.
7. In accordance with the law, the District shall track and report any requests. The District must report to the Texas Education Agency each year the number of requests submitted by a Board Member and the total cost to the district. Tracking is not required when the information is provided to the entire Board; therefore, the Board President, Superintendent or designee may provide the information to all Board Members at their discretion.

## Media Relations

*Further information:*    *BBE(LEGAL)*        *BBE(LOCAL)*        *GB(LOCAL)*

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1. The Board President or designee will be the spokesperson for the Board to the media on issues that relate to Board operations, Board actions, or Board positions which have been approved by the Board.
2. Board Members will be apprised of media issues by the Superintendent or designee. If the matter is urgent, the Superintendent will notify each Board Member as quickly as possible.
3. The Superintendent or designee will be the spokesperson for the District on issues of media attention that relate to District operations.
4. A Board Member who receives a call from the media regarding District business should direct the caller to the Board President and Superintendent who will determine what response is warranted.
5. A Board Member retains the right to speak to the media as an individual, but must understand that any comment will likely be interpreted as an official statement of the Board. In speaking as an individual, the Board Member should do the following:
  - clarify that they are speaking as an individual and not for the Board;
  - remind the media representatives that official statements of the Board are made only by the Board President (or their designee);
  - remind the media representatives of the position or action of the Board related to the issue in question;
  - notify Superintendent or designee and the Board President about the media request; and
  - refrain from using District resources for the purpose of their individual statements.
6. A Board Member who has been misquoted by the media in the course of their duties should contact the Chief Communications Officer and copy the Superintendent.

## Communication to Board Members

*Further information:*    *BBE(LEGAL)*        *BBE(LOCAL)*

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1. Board Members will receive important District information from the Superintendent or designee.
2. Board Members will receive correspondence delivered to the District office at the earliest opportunity.
3. Board Members may communicate with other individual Board Members, the Superintendent, or staff for the purposes of asking clarifying questions, providing the communication does not conflict with or circumvent the Texas Open Meetings Act.

# Community Relations

Further information: BBE(LEGAL) BBE(LOCAL) BBF(LOCAL)

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1. Board Members are encouraged to participate in community activities to build relationships between the public and the District.
2. When interacting with the community, Board Members are expected to do the following:
  - listen politely and respectfully;
  - accurately relay information about the District;
  - refer questions about specific District issues to the appropriate staff person;
  - clarify limitations, obligations, and responsibilities as a Board Member; and
  - relay official decisions and actions of the Board.
3. Citizens wishing to express concerns should be directed by Board Members to use these alternatives:
  - contact appropriate staff members;
  - email, telephone or write Board Members; or
  - speak at Board Meetings per Board Policy.
4. A Board Member retains the right to communicate in any manner to anyone as an individual, but must understand that comments will likely be interpreted as an official statement of the Board. In communicating as an individual, the Board Member should do the following:
  - clarify that they are speaking as an individual and not for the Board;
  - remind the individual that official statements of the Board are made only by the Board President or their designee;
  - remind the individual of the position or action of the Board related to the issue in question; and
  - refrain from using District resources for the purpose of their individual response.
5. Communication addressed to all Board Members will be answered by the Board President on behalf of the Board. The Board President will respond to such communication as soon as practical and is encouraged to respond no later than two business days. The Board President may appoint the Vice President or Board Secretary to respond to correspondence received during any absences provided that such correspondence shall clearly identify that the response is on behalf of the entire Board at the request of the Board President.
6. If it is believed the entire Board was a recipient under separate cover, a Board Member should forward the correspondence to the Board President and ask if they will be responding, or confirm the receipt of such correspondence by the Board President.
7. Board Members should bear in mind that individual phone calls, correspondence, email, text messages, or social media communications may be subject to the Public Information Act and the Texas Open Meetings Act. Communications received by an individual Board Member using their personal email address or via text should be answered using the following or a substantially similar statement: *Due to requirements of the Texas Open Meetings Act, I only respond to emails and text messages pertaining to District business using the email address provided by the District.*
8. To the extent possible, copying the Board President and Superintendent is considered the best practice for communications with the community regarding District business.

## Advocacy

Further information: BAA(LLEGAL) BBBD(LLEGAL) BBD(EXHIBIT) BBE(LLEGAL) BBE(LOCAL) BBF(LOCAL)

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In adherence to the State Board of Education's Framework for School Board Development, the Board places a high priority on advocacy at the local, state and national levels for the specific interests of the District and for public education.

1. The Board will create District legislative priorities prior to the opening of each Texas Legislative Session and communicate those priorities to area legislators.
2. The Board will coordinate advocacy efforts with the Superintendent or designee.
3. Texas law allows Board Members, acting independently and without the use of public funds, to engage in political advocacy.
4. A Board Member invited to speak at a community meeting in favor of a candidate or measure, such as a bond proposal, may do so only if the speaking engagement complies with District policies and Board procedures, does not involve the use of public funds, and is in the Board Member's personal capacity.
5. With regard to testimony at a public hearing or governmental proceeding on behalf of the District, the Board President or designee will be the spokesperson for the Board. Such testimony will be limited to positions officially adopted by the Board or general practices of the District.
6. If a Board Member chooses to speak or testify in front of another governmental or legislative agency on an issue regarding the District or public education that is not intended to be a reflection of any Board position, the Board Member must clarify that such testimony reflects their opinions and actions and not that of the Board, provided that no such qualification is required if such testimony does not address issues related to the District or public education.
7. If a Board Member chooses to initiate independent political advocacy on an issue regarding the District or public education and that is not a District legislative priority, including but not limited to initiating communication with a member of the legislature (or a member of such legislator's staff) or testifying before a governmental or legislative committee or agency, the Board Member should clarify that such advocacy reflects their opinions and actions and does not reflect the opinions or actions of the District or of the Board, provided that no such qualification is required if such testimony does not address issues related to the District or public education.
8. Following the adoption of the District's legislative priorities and continuing during the Texas Legislative Session, the Board President, when necessary, may include an item on Board Meeting or Work Session agendas to update Board Members of the District's advocacy efforts.

## Speaking Engagements

Further information: BBE(LLEGAL) BBE(LOCAL)

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1. The Board President is the primary spokesperson for the Board, specifically regarding media relations and legislative testimony.
2. Board Members will inform the Board President and Superintendent of speaking engagement invitations prior to the event. The Board President, in collaboration with the invited Board speaker, shall discuss and decide the appropriate spokesperson for the selected engagement.
3. Board Member Liaisons may provide updates to their assigned group on an as-needed or ongoing basis.
4. A Board Member who is not the Board Member Liaison to a group or organization at which they have been invited to speak must notify the Board President and the Board Member Liaison prior to accepting the speaking engagement.

5. During Board of Trustee elections, speaking engagements must not violate electioneering rules nor create conflicts of interest with Board service (see also *Elections*).

## Contact with Campuses

Further information: *BBE(LEGAL)*   *BBE(LOCAL)*   *GKC(LEGAL)*   *GKC(LOCAL)*   *GKC(REGULATION)*   *GKC(EXHIBIT)*

1. Board Members are encouraged to visit any campus or facility to learn more about the District as a whole. Board Members are also encouraged to attend campus events when invited.
2. As a courtesy, Board Members will inform the campus principal and Superintendent or designee of any campus visit prior to such visit.
3. Board Members must check in at the principal's office and must have their identification badge visible.
4. All visits are to be escorted by a staff member designated by the principal.
5. Board Members may communicate with any staff member as long as scheduled learning periods or the learning process is not interrupted.
6. Board Members will not assume a supervisory role with staff or students.
7. Board Members will not assume a participatory role with staff or students, unless specifically requested by campus staff.
8. Board Members will not utilize campus visits or District resources for personal benefit, advantage, or gain (including as a parent at their student's campus) in violation of District policy or state and federal laws and regulations.
9. To avoid a potential conflict of interest, Board Members will not utilize campus visits to conduct investigations or inquiries regarding matters pending in the District. Board Members will refer a matter requiring review to the Superintendent and Board President immediately for appropriate action.
10. This operating procedure does not pertain to visits as spectators at school events, or other events open to the general public.

## Board Community Liaisons

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

1. Board Members serve as liaisons to community groups by appointment of the Board President for one-year terms. Terms may be consecutive.
2. Prior to August 1 of each year, the Board President will invite Board Members to prioritize their desired liaison appointments as a means of providing input to the Board President. Board Member Liaisons will be approved by the Board no later than the end of August each year.
3. The Board President will make the final determination as to which community organizations will be assigned a Board Member Liaison. Community organizations include by are not limited to the following:
  - City of Dallas
  - City of Plano
  - City of Richardson
  - Collin County Association of Realtors
  - Head Start Parent Policy Council
  - Dallas Chambers of Commerce
  - Plano Chamber of Commerce
  - Richardson Chamber of Commerce

- Plano ISD Council of PTAs
  - Plano ISD Education Foundation
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 at the discretion of the Board President and the Superintendent, on an agenda for duly called meetings 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.

## Board Working Subcommittees

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

1. Board Members serve on Board subcommittees by appointment of the Board President. The Board President may add subcommittees as needed.
2. Per Board policy BDB(LOCAL), the Board President and Superintendent shall be ex officio members of all Board committees; therefore, only two Board Members will be appointed to each Board Subcommittee to avoid Texas Open Meetings Act violations.
3. Prior to August 1 of each year, the Board President will invite Board Members to prioritize their desired subcommittee appointments, including the District Safety and Security Committee and Board Audit Committee, as a means of providing input to the Board President. Board Subcommittees, including the District Safety and Security Committee and Board Audit Committee, will be approved by the Board at a duly called meeting no later than the end of August each year.
4. The following are Board Working Subcommittees:
  - Board Advisory Committee Goals
  - Board Policy Review
  - Legislative
  - Board Operating Procedures Review
5. The Safety and Security Committee is a District-wide committee required by State law. The Board President must serve on this committee. The Board President will appoint at least one other Board Member to serve.
6. Subcommittee members will serve one-year terms. Terms may be consecutive and may be staggered to minimize the impact of member turnover.

## Board Audit Committee

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

1. The Board Audit Committee is a standalone Board committee governed by local Board policy.

2. The Board Audit Committee shall meet pursuant to Board policy CFC(LOCAL).
3. The Board Audit Committee will act in an advisory capacity to assist the Board in fulfilling its oversight responsibilities regarding internal and external audits, the system of internal controls, and the District's process for monitoring compliance with law and regulations.
4. The Board Audit Committee shall be composed of three Board Members, recommended by the Board President and approved by the Board.
5. Each Board Members' term may be for a period of up to two consecutive years. Members' terms shall be staggered to minimize the impact of the member turnover.
6. Responsibilities of the audit committee shall be defined in Board Policy CFC(LOCAL).

## Board Advisory Committees

*Further information:*    *BDB(LEGAL)*      *BDB(LOCAL)*      *BDF(LEGAL)*      *BDF(LOCAL)*      *EHAA(LEGAL)*      *EHAA(LOCAL)*

1. The Board may appoint community members to serve on ad-hoc District committees and task forces as necessary for the duration of such ad-hoc committee or task force.
2. The Board currently has four Citizen Advisory Committees (Board Advisory Committees):
  - Career Education
  - Diversity
  - Special Education
  - Gifted and Talented
3. The School Health Advisory Council (SHAC) is a standalone advisory committee governed by Board policy BDF(LEGAL) and shall act in accordance with state law and Board policy. Board Member appointees to SHAC will be approved by the Board at the same time as the four Board Advisory Committees.
4. A Board Member may appoint one community member to each Board Advisory Committee for a two-year term. Board Advisory Committee members must be a legal guardian of a student at Plano ISD, a resident of Plano ISD, or business members located in Plano ISD. 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 at a duly called meeting no later than the end of September each year.
5. District staff will recommend committee members as needed to meet membership requirements in Board Policy BDF(LOCAL). These recommendations will be approved by the Board.
6. All advisory committee members, including Board Member appointees, will complete an Application for Board Advisory Committee and a Board Advisory Committee Ethics Policy Statement. Applications received after approval of the advisory committees in September will be kept on file in the Superintendent's office for inclusion in the next school year's submission and approval cycle.
7. The Superintendent shall appoint a staff member to serve as the chairperson or co-chairperson of each committee.
8. Annually, the Board Advisory Subcommittee will establish goals for the upcoming school year for advisory committees to be approved by the Board. Once approved, the Board will be notified if any changes to the goals are necessary.



## District Vision, Strategic Plan, and Performance Objectives

Further information: AE(LEGAL) AE(LOCAL) BAA(LEGAL) BQ(LEGAL) BQ(LOCAL) BQA(LEGAL)  
BQA(LOCAL) BQB(LEGAL) BQB(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. No later than October of each year, 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.

## Development and Adoption of Budget

Further information: BAA(LEGAL) CE(LEGAL) CE(LOCAL)

1. The Superintendent or designee will draft a detailed budget process calendar to be submitted to the Board in December of each year.
2. At a minimum, the following must be included in the draft budget process calendar:
  - any Items for Discussion and Action the Superintendent would like included prior to the budget adoption;
  - approximate dates by which the Board will receive information such as staffing (for all areas) and enrollment projections, revenue and expenditure projections and other data as required by the Board;
  - timelines by which campuses, departments and other budget project teams will work;
  - timing and methodology for community input on the proposed budget;
  - timing for final Board review of the proposed budget prior to adoption; and
  - timing for completion of legal requirements such as official notices and public hearings.
3. All materials or data, including draft budgets, will be provided to the Board at least four days prior to consideration of the materials.
4. The Superintendent or designee will present a final draft budget, prepared in accordance with the approved budget calendar process, for adoption by the Board at the Board Meeting in June of each year.

## District Policies

Further information: BAA(LEGAL) BF(LEGAL) BF(LOCAL) BP(LEGAL) BP(LOCAL)

1. The Superintendent or designee will be responsible for ongoing review of policies to ensure that existing policies are relevant to current local circumstances.
2. After adoption, the Superintendent or designee will be responsible for implementing policy revisions and will ensure that all District staff has adequate knowledge of the Board policies.

## Hiring of Superintendent

Further information: BAA(LEGAL) BJA(LEGAL) BJA(LOCAL) BJB(LEGAL) BJC(LEGAL)

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1. The Board may but is not required to use a professional executive search firm to conduct the Superintendent search process. If the Board chooses to select an executive search firm it will use a Request for Proposal (RFP) to select the executive search firm.
2. By a consensus of the Board, the Board President may appoint a subcommittee and a chair to facilitate the search firm selection process. The search firm selection process may include the following steps:
  - a. Finalize process and timelines
  - b. Identify search firms
  - c. Conduct research
  - d. Create draft of search firm criteria/cover letter to the purchasing department
  - e. Request for Proposal prepared by the purchasing department
  - f. Distribute Invited Solicitation to search firms
  - g. Provide update to the Board
  - h. Search committee continues research
  - i. Develop questions for search firm interview
  - j. Respond to inquiries
  - k. Establish date to receive proposals
  - l. Conduct search committee meeting to open/review proposals
  - m. Search committee analyzes proposals
  - n. Conduct finalist interviews with Search Committee of the Board
  - o. Finalists make presentation to the Board and the Board selects firm
3. The Superintendent selection process will be defined by the Board and will include development of a consensus of set of criteria to identify Superintendent candidates and to select a lone finalist. Parents, teachers, community members, administrators, students, and business leaders may have an opportunity to provide input into the criteria development process. Board approval of the Superintendent search criteria will occur before the search begins.
4. If the Board interviews more than one Superintendent candidate, the Superintendent Selection Subcommittee will prepare an evaluation instrument that Board Members will use to evaluate each candidate.
5. Following the conclusion of the interview process, the Superintendent Selection Subcommittee will consolidate all of the evaluation instrument results for all candidates and share the results to the Board.
6. The Board will select a lone finalist and provide public notice of the name of the finalist being considered as prescribed by law.
7. All information received or reviewed by Board Members in connection with the hiring of a new Superintendent shall be confidential and shall not be disclosed to any non-Board Member, other than employees of the executive search firm or Plano ISD designated staff.
8. The Board shall recognize the sensitivity surrounding interviews with candidates who are not selected and will keep all information from the Superintendent search process confidential as prescribed by law.

## Hiring of Personnel other than the Superintendent

Further information: BAA(LEGAL) CFC(LOCAL) DC(LEGAL) DC(LOCAL)

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1. The Superintendent is the only employee of the Board. The District's Internal Auditor shall report functionally to the Board audit committee and administratively to the Superintendent or designee.
2. Board Members may not advise the Superintendent on hiring decisions. The Superintendent or designee is responsible for making all hiring recommendations to the Board.

3. Board Members are discouraged from writing letters of recommendation for any person seeking employment in Plano ISD as it could become a conflict of interest. If a Board Member has written a recommendation letter for a candidate, such Board Member shall abstain from voting on the candidate's hiring.
4. The Board is not involved in the interviewing process of District employees with the exception of the Superintendent and the Internal Auditor.
5. The Board may, by state law, only approve or reject candidates brought forward by the Superintendent. Board Members may not lobby for specific hiring decisions.
6. Board Members shall abstain from any votes on personnel issues where a conflict of interest is clear, as defined in Board policy and/or statute.

## Evaluation of the Superintendent

Further information: *AIB(LEGAL)*    *BAA(LEGAL)*    *BJA(LEGAL)*    *BJA(LOCAL)*    *BJC(LEGAL)*    *BJCD(LEGAL)*  
*BJCD(LOCAL)*

1. Based on the Superintendent Annual Evaluation Timeline below, the Board will conduct a comprehensive evaluation of the Superintendent's performance at least annually which will include a contract evaluation.

<b>SUPERINTENDENT ANNUAL EVALUATION TIMELINE</b>		
<b>Action</b>	<b>Participant(s)</b>	<b>Anticipated Timeline</b>
Approval/Revision of Evaluation Tool	Board	March
Notice of evaluation to Superintendent; confer on format and deadlines	Board President Superintendent	April
Qualitative Evaluation Tool to Superintendent and Board	Board President	May
Completed Summative Plan of Work, Qualitative Evaluation, and Preliminary Commissioner's Worksheet due to Board President (Superintendent's Qualitative Evaluation comments will be provided without ratings)	Superintendent	May
Completed Board Qualitative Evaluation due to Board President	Board	May 31
Board review of all documents including Superintendent's Qualitative ratings	Board	August
Closed Session discussion of Evaluation	Board	August
Second Closed Session to review Board President's Superintendent evaluation draft	Board	August
Superintendent Preliminary Evaluation approval on Consent Agenda (review with Superintendent in Closed Session)	Board	August
TAPR Report presentation at Board Meeting	Administration	December
Final Commissioner's Worksheet to Board (Closed Session)	Superintendent	January
Final Superintendent Evaluation and contract consideration (approval on Consent Agenda)	Board	February

2. The Board will provide the Superintendent with adequate notice of any evaluation and the Superintendent and Board President will confer to develop the format.

3. During Closed Session at a regular meeting or a special called meeting, the Board President will facilitate the review of the Superintendent's annual performance report, evaluating results against goals. The Superintendent will be invited to present the performance report. Each Board Member will review the Superintendent's annual report and contract prior to this meeting. The Board will take the following actions, with all decisions rendered by consensus:
  - Conduct the Superintendent evaluation.
  - Agree on the final evaluation and decide how to present the evaluation to the Superintendent.
  - Develop and communicate personal goals for the Superintendent for the following year.
  - Determine any contractual modifications as may be necessary or applicable to facilitate the foregoing.
4. The Board President will work with the Board's legal representation to make any changes to the Superintendent's compensation and/or benefits contract to reflect items determined by the Board pursuant to Section 3(d) above. The Board President will provide Board Members with access to a copy of the Superintendent's contract as amended prior to final approval.
5. The Board will regularly review the Superintendent's evaluation instrument to ensure that it continues to be appropriate.
6. The timeline noted above is an anticipated timeline of events and may be modified due extenuating circumstances if agreed upon mutually by both the Board and Superintendent.

## Superintendent Performance Concerns

*Further information:    BJA(LEGAL)            BJA(LOCAL)            BJCE(LEGAL)            BJCF(LEGAL)            BJCF(LOCAL)            BJCF(EXHIBIT)*

1. A Board Member who has a concern about the performance of the Superintendent will discuss such concern with the Board President, who will determine the most appropriate manner to bring the concern to the Superintendent's and the Board's attention.
2. A concerned Board Member, upon written request to the Board President, may require discussion of their concern with the entire Board, including but not limited to the following:
  - a. Prior to a discussion by the entire Board, the concerned Board Member shall meet privately with the Superintendent to discuss their concerns
  - b. If the issue is not resolved, the concerned Board Member and the Superintendent will both meet together with the Board President to discuss the concern.
  - c. If the concerned Board Member does not feel that the resolution is satisfactory, then the Board President will include a discussion of such concern as a Closed Session item during an upcoming regularly scheduled agenda. The Board President shall endeavor to have such item placed on the next available meeting agenda.
  - d. At any applicable Closed Session, the concerned Board Member shall present such concern first. The Superintendent shall thereafter be permitted to address such concern. Following such presentation, the Board will excuse the Superintendent to make a final determination regarding any necessary action.
3. If the Board determines ~~and~~ further action is warranted, the Board shall first determine whether the Superintendent's conduct may be remediated. If the Superintendent's conduct may not be remediated, the Board will proceed as outlined in the Superintendent's contract.
4. If the Superintendent's conduct may be remediated, the Board shall do the following:
  - a. Document the exact nature of the deficiency and the Board President and Board Vice President shall discuss the same with the Superintendent.
  - b. Develop a written plan for remediation including actions to be taken and timelines, which such plan will be accepted by the Superintendent in writing.

- c. The Board President will monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation.
- d. It will be the responsibility of the Board President to ensure that all documentation relating to performance deficiencies will be appropriately placed in the Superintendent's personnel file.

## Concerns about Employees Other than the Superintendent

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*Further information:* BAA(LEGAL)

1. When a Board Member becomes concerned about the performance of District employees they must bring their concerns directly to the Superintendent and inform the Board President. Such concerns must be limited to the following:
  - a. actions which are illegal;
  - b. egregious violations of Board policy; and/or
  - c. actions which are harmful to the District's or the Board's reputation.
2. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
3. The Superintendent is obligated to listen to such concerns, review the matter, and notify the Board Member of the resolution of the matter to the extent providing information does not create a conflict of interest, does not violate the Texas Public Information Act, and is allowable by policy and law.

## Travel Reimbursement

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*Further information:* BBD(LEGAL) BBD(LOCAL) BBD(EXHIBIT) BBG(LEGAL) BBG(LOCAL)

1. All travel paid by the District must have a direct benefit to the Board Member's ability to perform effectively. The District will not pay for membership in special group organizations with the exception of the Texas Association of School Boards (TASB); Leadership Plano; Leadership Richardson; and expenses related to advocacy priorities preapproved by the Board President.
2. The Board's budget will include travel for all Board Members to attend the annual TASA/TASB conference and one other conference of their choice. If funds permit, reimbursement for other travel or training opportunities by Board Members may be allowed if preapproved by the Board President.
3. For a conference or training opportunity to be eligible for reimbursement, it must meet the criteria for Board continuing education hours and be located within the 48 contiguous United States.
4. A Board Member may submit a completed Report of Expenses form with receipts to the Superintendent or designee for reimbursement. Reimbursement will be approved by the Board President.
5. Frugality will be practiced when making travel arrangements. Each Board Member is responsible for notifying the Executive Assistant to the Superintendent and Board of Trustees of their preferences for time of travel, seating, lodging accommodations, and choice of rental car type.

## Traditions of the Board

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*Further information:* FMH(LEGAL) FMH(LOCAL)

1. Board Members who served during the current school year and are not returning are invited to participate in graduation ceremonies. It will be their responsibility to let the Superintendent and current Board President know that they would like to participate.
2. Former Board Members may sit on the stage at graduation ceremonies and hand a diploma to a family relative. It will be the responsibility of the former Board Member to let the Superintendent and current Board President know that they would like to participate.