



PLANO INDEPENDENT SCHOOL DISTRICT
2700 W. 15TH STREET
PLANO, TEXAS 75075

BOARD OF TRUSTEES OPERATING PROTOCOL

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BOARD DEVELOPMENT

A. Board Development

1. New Member Orientation

Procedure

- a) As a supplement to the information provided in relation to his/her candidacy, a district orientation for a new Board Member will be scheduled to begin as soon as possible after the election, and in any event, within two weeks of the date a new Board Member takes the Oath of Office.
- b) At a minimum, the Superintendent and Board President will participate in the orientation. Other Board Members and additional administrative staff may also be included to provide specific information about the district.
- c) Each new Board Member will receive a copy of the “New School Board Member Orientation Checklist.” The checklist provides a summary of the orientation activities and the time frame for those activities to occur.
- d) If more than three (3) Board Members participate in the orientation at one time, the orientation will be conducted in accordance with the Texas Open Meetings Act.
- e) The orientation should include, but will not be limited to the following:
 - I. Board Operating Procedures and Board Policies
 - II. Superintendent’s overview of district administrative organization
 - III. Board President’s overview of Board committee structure
 - IV. Training to access district electronic communications
 - V. District budget overview and debt schedule
 - VI. District goals overview
 - VII. Board annual calendar and briefing of upcoming events
 - VIII. Expense reimbursement procedures
 - IX. Sign the Electronic Signature Acknowledgment Form
 - X. Selection of an experienced Board Member mentor by the new Board Member
 - XI. Media relations training
- f) See Board Operating Procedure Number A.6., “[Training](#),” for training and other requirements of new (and all) Board Members.

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| Related Policies: | BAA(LEGAL) BBD(LOCAL) BBD(LEGAL) BBD(EXHIBIT) | BBF(LOCAL) BBFA(LOCAL) BBFA(LEGAL) BBFB(LEGAL) BBG(LOCAL) BBG(LEGAL) | CQ(LOCAL) CQ(LEGAL) CQ(EXHIBIT) CQ(Regulation) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

2. District Leadership Team Transition Process

Procedure

- a) This operating procedure will relate to the transition of Officers of the Board, Board committee chair and the placement of new members of the district's senior staff.
- b) Annually, at either (1) the first Board Meeting following Board Elections or (2) in years in which no Board Election is held, the first Board Meeting in May, the Board will elect Board officers: a Board President, Board Vice President and Board Secretary in accordance with Board Operating Procedure Number C.8., "[Board Reorganization/Election of Officers.](#)" The election will take place in open session, as required by the Texas Open Meetings Act.
- c) There are no term limits for Board Members or Board officers.
- d) For the transition of officers of the Board and committee chairs.
 - I. Any Board Member who is transitioning out of an officer or committee chair position will meet with the incoming officer/chair to review the responsibilities of the position, exchange relevant documents and will define any issues or projects still pending or in process. Except for the office of Board President, this meeting may be in person or via phone/e-mail, at the concurrence of the members involved, and should take place no later than thirty (30) days after the election of officers or assignment of committees.
 - II. The immediate past Board President, if still a Board Member, will personally meet with the newly elected Board President, as soon as is possible, to review all matters pending and to be sure the newly elected President has all the information required of the office. The immediate past Board President shall act as a mentor when asked, but shall take care not to "preside" from his/her Board seat.
 - III. The immediate past Board President and the newly elected President will meet with the Superintendent within one week of the election of officers to review all issues and policies and to ensure that all necessary actions per Board policies and operating procedures are completed in a timely manner.
- e) When new members of the district's senior staff are employed or placed, the Superintendent will arrange, within one month, an informal meeting between that staff member, the Board President and other Board Members, as warranted. The purpose of this meeting will be for introductions and to review the Board's mission and goals, Board policies and operating procedures.
- f) Where a new Board committee chair or staff liaison to a Board committee may be assigned, the Board President or Superintendent will arrange a meeting with the staff member and the Board committee chair to review the responsibilities of the committee, as well as issues or projects still pending, as deemed necessary.
- g) All activities outlined in this procedure will comply with the Texas Open Meetings Act.

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| Related Policies: | BBE(LOCAL) | BDB(LOCAL) BDB(LEGAL) | BDAA(LOCAL) BDAA(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 7, 2014 | | |

3. Annual Board Review and Establishment of Board Goals

Effective boards are marked by certain characteristics.

- They have embraced a vision and a set of clearly defined priorities for the district that structure both the Board's decision making and the work of the district staff. Vision and goals ensure both the district and the Board have a clear focus for their efforts.
- They have a clear picture of what their work entails. That is, they understand their job relative to the work of others and are aware of and understand the tools at their disposal for performing the job.
- They have formalized their work. That is, they have developed and follow clearly defined procedures and schedules for doing their work.
- They foster, through their own practices, the free flow of information within the community. The free flow of information ensures the community is informed about and involved in the district's work.

Procedure

- a) Each year, the Board may meet in a work session setting, or during the Board/Cabinet Retreat, to evaluate its performance from the previous year.
- b) The process will be facilitated by the Board President or designee, unless a majority of the Board Members feel the process would be better served by using an independent facilitator.
- c) The Board will use the TASB Effective Board Practices to measure its effectiveness and identify opportunities for improvement. The template is available at:
http://www.tasb.org/services/its/resources/documents/2011_effective_bd_pract.pdf
 - i. The review will, in general, measure the following:
 - a. Planning and governance
 - b. Oversight of management
 - c. Board-Superintendent team operations
- d) Each year, the Board will appoint a subcommittee to review the Board Operating Procedures and make adjustments as necessary.

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| Related Policies: | BBD(EXHIBIT) BBF(LOCAL) | BF(LOCAL) | BJA(LOCAL) BJA(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

4. Board Advocacy

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, in general.

Procedure

- a) The Board will create district legislative priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators. These priorities may be updated as necessary to remain current and responsive.
- b) The Board will annually determine a process for organized engagement between members and the local, state and federal community and elected leaders.
- c) The Board will coordinate advocacy efforts with the Superintendent or designee and the district's Assistant Superintendent for Government, Community and Planning Initiatives, and will utilize resources from TASB and NSBA.
- d) Board Members are expected to do the following.
 - I. Advocate for the high achievement of all district students.
 - II. Create and support connections with community organizations to provide community-wide support for the high achievement of all district students. Texas Education Code 11.1512.
- e) Texas law prohibits district employees or officials (including Board Members) from knowingly using public funds, directly or indirectly, for political advertising to advocate for or against a candidate measure that will appear on a ballot.
 - I. The Texas Ethics Commission interprets this prohibition broadly, suggesting even that conducting a meeting on public property involves an indirect use of public funds. The prohibition extends to bond and tax ratification elections.
- f) Texas law allows Board Members, acting independently and without the use of public funds, to engage in political advocacy.
 - I. A Board Member invited, for example, to speak at a community meeting in favor of a bond proposal may do so.
 - II. Board Members will be cognizant of this provision and seek advice of the Board President before engaging in any advocacy activity that may involve a direct or indirect use of public funds when that activity is related to an election or ballot measure.
 - III. Board President may seek advice of district counsel.
 - IV. If a Board Member chooses to initiate independent political advocacy on an issue 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, when possible, that such independent political advocacy reflects his/her own opinions and actions and does not reflect the opinions or actions of the district or of the Board. It is imperative that the Board Member disclose such in order that established district legislative priorities are distinguished from, and not diminished or otherwise superseded by, the Board Member's independent political advocacy.
 - V. At each Board Meeting and Work Session of the Board (a) following the adoption of the district's legislative priorities, and continuing thereafter during the subsequent

regular session of the Texas legislature and (b) during the term of any special called session of the Texas legislature, the Board President shall include a discussion item on the agenda during which individual Board Members may inform all other Board Members of their significant advocacy efforts, including regarding any independent political advocacy on an issue that is not a district legislative priority.

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| Related Policies: | BAA(LLEGAL) BBD(EXHIBIT) BE (LEGAL) | GB(LOCAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | March 24, 2015 | |

5. Selection of Timing and Activity for Annual Team Building Session and Assessment of Team Continuing Education Needs

Procedure

- a) Annually, the Board President or designee will work with the Superintendent to find potential dates for the annual “Team of Eight” team building session.
- b) Understanding that the required annual team building activity must be one of benefit to the members, the Board President or designee will present options for activities as well as solicit input from the members.
- c) A change to date(s) or activities is permissible with a consensus of the Board.

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| Related Policies: | BE(LEGAL) BBD(LOCAL) | BE(LOCAL) BJA(LOCAL) | BBD(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 7, 2014 | | |

6. Training

Procedure

- a) A new Board Member is required to receive the following training:
 - I. Local district orientation within 60 days of his/her election or appointment.
 - II. Three-hour training session on the orientation to the Texas Education Code within the first year of board service.
 - III. Ten hours of continuing education within the first year of board service (five of the ten hours may be fulfilled through online instruction).
 - IV. Attend the Center for Reform of School Systems (CRSS), Texas Institute for School Boards.
- b) After their first year of Board service, all Board Members must receive five hours of continuing education, in addition to the team building and an update to the Education Code. New Board Members will participate in the CRSS Texas Institute for School Boards, which is usually held in July after their election. Within thirty-six (36) months of being hired, a new Superintendent will participate in the CRSS Texas Institute for School Boards, unless such Superintendent has previously participated in the same. The Executive Assistant to the Board will inform members of the exact dates.
- c) All Board Members and the Superintendent must participate in an annual, three-hour "Team of Eight" team building session annually. If new Board Members have been elected in the most recent election, Board Members and the Superintendent are encouraged to conduct a "Team of Eight" team-building session as soon as possible and in any event before October.
- d) Additional training opportunities are available through the Texas Association of School Boards (TASB), National School Board Association (NSBA) and North Texas Area Association of School Boards (NTAASB). The Executive Assistant to the Board can provide information on various training dates. A new Board Member serves as the Board's delegate at the TASB state delegate assembly, which is typically held on the Saturday afternoon of the TASB/TASA (Texas Association of School Administrators) conference held in the fall. Training credit is given for a portion of the delegate assembly.
- e) To receive credit for the training in which a Board Member participates through NTAASB and TASB, a credit number is given for each training session at the end of the session. Forms are available for recording those numbers. Training credit numbers should then be submitted to the Executive Assistant to the Board for recordkeeping. NSBA issues credit numbers after completing their survey, which is received via e-mail. Once a Board Member receives e-mail, he/she should forward the document to the Executive Assistant to the Board. At the December meeting, the Board President is required by law to announce whether or not each individual Board Member has or has not met his/her training requirements.

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| Related Policies: | BBD(LEGAL) BBD(EXHIBIT) |
| Procedure Approved: | October 6, 2015 |
| Procedure Revised: | October 7, 2014 |

7. Procedures for Reimbursable Board Travel and Training Opportunities

Procedure

- a) All Board Member training travel, paid for by Plano ISD, must have a direct benefit to the Board Member's ability to perform as an effective Board Member and the reimbursement of same will be approved by the Board President. Generally, the district will not pay for membership in special group organizations, with the exception of NSBA and TASB, Leadership Plano tuition and approved expenses related to advocacy priorities identified in Board Operating Procedure Number A.4., "[Board Advocacy](#)."
- b) The Board will budget for travel for all Board Members to attend the annual TASB conference and for each Board Member to attend one other conference/training opportunity of their choice.
- c) For a conference or training opportunity to be eligible for reimbursement, it must meet the following criteria:
 - I. Meet the criteria for Board continuing education hours, as defined by statute.
 - II. Be located within the 48 contiguous United States.
 - III. Be limited to the day(s) of travel that serve the Board purpose (i.e., expenses related to additional days added for personal use will not be reimbursed by the district).
- d) A Board Member may be reimbursed for reasonable, allowable expenses incurred in carrying out Board business and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.
- e) Payment for authorized and documented travel expenses will be made in accordance with legal and local requirements.
- f) If a Board Member must travel for training or as a Board representative, arrangements for air travel, lodging and rental cars will be made by the Executive Assistant to the Board. The Board Member is responsible for notifying the Executive Assistant his/her preferences for time of travel, seating, lodging accommodations and choice of rental car type.
- g) Following the completion of travel, a Board Member must submit a "Report of Expenses" form with receipts for allowable expenses attached to the Superintendent's office for reimbursement. If funds permit, reimbursement for other travel or training opportunities by Board Members may be allowed, if preapproved by the Board.
- h) Frugality will be practiced when making travel arrangements. At times a Board Member may need to change travel arrangements that may incur additional charges. If funds are still available in the budget, reimbursement will occur.

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| Related Policies: | BBG(LOCAL) BBG(LEGAL) |
| Procedure Approved: | October 6, 2015 |
| Procedure Revised: | October 6, 2015 |

8. Board Members' Concerns about another Board Member's Performance

Procedure

- a) If a Board Member has a serious, specific concern about the performance of another member which appears to be in violation of Board Operating Procedures or Policies the recommended process for addressing such concerns shall be the following, in this order:
 - I. The concerned member shall have a private conversation with the member in order to work out the differences or resolve the issue(s).
 - II. If the concern(s) remain, the concerned member will meet privately with the Board President and outline the specific issue(s). The Board President and the concerned member will meet with the member and attempt to resolve the issue(s). If the concern is with the performance of the Board President, the Vice President will be notified and will meet with the concerned member.
 - III. If the issue is still not resolved, the concerned member will hold a conference with the Board President (or Vice President with concerns regarding the President) and the Superintendent (or the Superintendent's designee) to develop a plan of action to resolve the concerns.

- b) When a member with concern(s) about another member's performance has gone through the outlined steps above and the issue(s) remain unresolved the concerned member will, through the Board President, request that an item be placed on a regularly scheduled agenda as an executive/closed session item, posted as "Consideration of the Duties of a Public Officer." See Board Operating Procedure Number C.1., "[Preparation of the Agenda](#)," regarding the steps to follow when placing an item on the agenda.

- c) Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.

- d) No action may be taken that would conflict with the Texas Open Meetings Act. Nothing in this operating procedure shall be construed to limit a Board Member's legal rights.

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| Related Policies: | BBC(LEGAL) BBF(LOCAL) BBFA(LEGAL) | BEC(LEGAL) | CAA(LOCAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

9. Censure of a Board Member

Procedure

- a) If a Board Member acts in a manner that is unbecoming of a Board Member and disruptive to the business of the district, the Board can pass a resolution to censure that Board Member.
- b) Censure resolutions are non-binding, but they have the effect of publicly disciplining a colleague, since removal from office is rare.
- c) A Board Member may only be removed from office for incompetency, official misconduct, intoxication or conviction of a felony. Specifics are defined in BBC(LEGAL).

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| Related Policies: | BBC(LEGAL) | BBF(LOCAL) | BBFA(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

10. Activities Related to Elections

Procedure

- a) Election Activities
 - I. Board Members will follow all applicable law in all campaign activities.
 - II. Neither the Board, as a body corporate, nor any Board Member individually, will use district funds or other resources to electioneer for or against any candidate, measure or political party. Texas Education Code 11.169.
- b) Endorsements
 - I. Seeking Endorsements
 - a. No Board Member seeking re-election to the Board will solicit district employees for endorsement during such employee's work hours or at any time while on district property.
 - II. Providing Endorsements
 - a. The Board, as a body corporate, will not endorse any candidate running for any public office.
 - b. Recognizing that the Board operates as a non-partisan elected body that works with other elected officials in its duties, individual Board Members should exercise heightened caution when providing a personal endorsement to any candidate.
 - c. If an individual Board Member chooses to provide an endorsement to a candidate for elected office, no reference to the Trustee's role as a Plano ISD Board Member will be used.
- c) Board Elections
 - I. Board Members serve four-year terms that expire on a rotating basis. A Board election is held every other May in odd-numbered years or as otherwise required by law, to fill seats that are or will become vacant. If all seats are uncontested, the election may be canceled. At the conclusion of an election, Board Members work together as a body corporate to govern the district in a cooperative manner.
- d) Definitions
 - I. "Electioneer" means to actively participate in the activities of an election campaign.
 - II. "Endorse" means the intentional act of giving one's public support or approval.

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| Related Policies: | BBBB(LEGAL) |
| Procedure Approved: | October 6, 2015 |
| Procedure Revised: | October 6, 2015 |

COMMUNICATIONS

B. Communications

1. Board Member Submission of Questions about the Agenda

Procedure

- a) The agenda packet is generally posted to BoardBook and notice is e-mailed to all Board Members 4 to 5 days before scheduled Board Meetings.
- b) Board Members will direct their individual requests for additional materials or information relating to agenda items to the Superintendent or designee via e-mail, while copying the request to the Superintendent prior to the Board Meeting. If the requested information can be provided from readily available data with no diversion of the staff time, then it will be provided within a reasonable amount of time after the request.
- c) In order to honor the time of Plano ISD staff, Board Members will make every attempt to request additional materials or information relating to the Board Meeting agenda as soon as possible before the scheduled meeting.
- d) If the Board Member is uncertain which staff member would address the question(s), the Board Member will seek the advice of the Superintendent.
- e) The Superintendent or designee will ensure that any additional materials or information that is provided to one Board Member is provided to all Board Members. This operating procedure will not limit a Board Member's ability to ask questions during the Board Meeting.
- f) If the requested information is not readily available or requires a special report or a significant investment of time that will divert staff from established priorities, the Superintendent will notify the requestor and the Board President prior to the start of the meeting. The requestor has the option of pulling the item from the consent agenda and/or making a motion to postpone the agenda item for further consideration.
 - I. The Board President will place the request for information on the next meeting agenda if at least two Board Members agree the requested information is important for future decision-making.
 - II. If the Board agrees that the information is important for future decision-making, then the Superintendent will direct that a report be developed and provided as requested by the Board and commit to a time frame for providing the information.
- g) The Superintendent will ensure that any additional materials or information that will be used by the Superintendent or its designee during the presentation of any agenda item, including any PowerPoint presentation or data to be discussed with the Board, will be delivered to all Board Members at least twenty-four (24) hours prior to the scheduled Board Meeting. Any changes from a previous version should be clearly identified.

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| Related Policies: | BJA(LOCAL) |
| Procedure Approved: | October 6, 2015 |
| Procedure Revised: | October 6, 2015 |

2. Board Member Communications between Meetings

Procedure

- a) The Superintendent will keep all Board Members updated on important district issues. Any correspondence a Board Member may have received at the district office will be delivered to the Board Member at the earliest opportunity.
- b) The Superintendent will communicate requested information to all Board Members in a reasonable time without interfering with the regular conduct of district business.
- c) The Superintendent will distribute to all Board Members any information requested for the Board by the Board President or a Board Member, at the Superintendent's discretion.
- d) Board Members may communicate with other individual Board Members or the Superintendent or staff for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- e) Board Members may not communicate with other individual Board Members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

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| Related Policies: | BDB (LOCAL) | BE (LEGAL) BE (LOCAL) | BJA (LOCAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 7, 2014 | | |

3. Board Member Requests for Information Other than Agenda Items

Procedure

- a) Board Members will communicate their individual requests for detailed or sensitive non-agenda information to the Superintendent or designee while copying the request to the Board President, as deemed appropriate.
- b) If the requested information can be provided from readily available data with no diversion of staff's time, then it will be provided within a reasonable amount of time after the request.
- c) If the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requestor and the Board President. The Board President will determine if the request should be considered by the full Board or will direct the Board Member to procedures regarding placing an item on the agenda.
- d) 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 the requested information is important for its future decision-making.
 - I. If the Board agrees that the information is important for future decision-making, then the Superintendent will direct that a standing report be developed and provided as requested by the Board and commit to a time frame for providing the information.
- e) If a Board Member has a question about a non-agenda item for a cabinet member, he/she will e-mail the question to the cabinet member and copy the Board President. Information requested by one Board Member will be provided to the Board Member with copy to Board President and Superintendent or designee. The Board President, Superintendent or designee may provide to all Board Members at their discretion, driven by the need of all Board Members to be aware of that information.
- f) If a Board Member has a general question for a department member (not cabinet level), he/she will e-mail the question to the supervising cabinet member and copy the 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. The Board President, Superintendent or designee may provide to all Board Members at their discretion, driven by the need of all Board Members to be aware of that information.
- g) If a Board Member has a question requiring the Board attorney's updates or response, he/she should refer the question to the Superintendent or the Board President, who will relay the answer to the Board or advise Board Member to contact the attorney directly. This procedure is to ensure that several Board Members are not contacting the attorney with duplicate questions.

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| Related Policies: | BBE(LOCAL) BBE(LEGAL) | BDD(LOCAL) | BJA(LOCAL) |
| Procedure Approved: | November 14, 2017 | | |
| Procedure Revised: | November 14, 2017 | | |

4. Board Member Contacts with Campuses

Procedure

- a) Board Members are encouraged to visit any campus or facility.
- b) As a courtesy, Board Members will inform the campus principal and the Assistant Superintendent of Campus Services of any visit as much in advance as possible to accommodate courtesy of staff's time, unless the Board Member is attending a function to which he/she has been invited.
- c) Board Members must check in at the principal's office following district guidelines, and must have their identification badge visible.
- d) All visits are to be escorted or directed by a staff member designated by the principal.
- e) Board Members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
- f) Board Members will not assume a supervisory role with staff or students.
- g) Board Members will not assume a participatory role with staff or students unless specifically requested by campus staff.

This operating procedure does not pertain to visits as a parent, volunteers, spectators at school events, or other events open to the general public.

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| Related Policies: | BBE(LOCAL) | GKA(LOCAL) GKA(LEGAL)-P | GKC(LOCAL) GKC(LEGAL) GKC(Regulation) GKC(Exhibit) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

5. Board Member Responses to Community or Employee Complaints

Procedure

- a) When a Board Member receives a complaint from a community member or an employee, the Board Member should:
 - I. Listen respectfully and remain impartial.
 - II. Ask if the complainant has followed the district's procedures and/or chain of command. Determine if the escalation process is formal or informal by referring to FNG(LOCAL) for student/parent issues, GF(LOCAL) for community issues and DGBA(LOCAL) for employee issues.
 - III. If the complainant does not know the procedures or chain of command, provide the information about the informal and formal grievance processes by referring to policies mentioned in step "II" above. Even after initiating the formal complaint process, a complainant is encouraged to seek an informal resolution of his/her concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

- b) The Superintendent or his designee will inform the Board Member that the issue has been addressed.

- c) 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 will be expected to recuse himself/herself from the hearing.

This policy will not be construed to apply to complaints alleging criminal activity.

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| Related Policies: | BBE(LOCAL) | DGBA(LOCAL) | FB(LOCAL) |
| | BED(LOCAL) | DGBA(LEGAL) | FB(LEGAL) |
| | BED(LEGAL) | DGBA(Exhibit) | FFH(LOCAL) |
| | CKE(LEGAL) | DIA(LOCAL) | FNG(LOCAL) |
| | DAA(LEGAL) | DNA(LOCAL) | FNG(LEGAL) |
| | DG(LEGAL) | DNA(LEGAL) | GF(LOCAL) |
| | | EFA(LOCAL) | GF(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

6. Board Member Communication with the Media

Procedure

- a) The Board President or designee will be the spokesperson for the Board to the media on issues that relate to a) Board operations, b) Board actions, or c) Board positions which have been approved by the Board.
- b) Press releases issued on behalf of the Board will be approved by the Board prior to release, unless an emergency or public necessity exists.
- c) 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.
- d) A Board Member who receives a call from the media requesting information, comments or an interview regarding district business is encouraged to direct the caller to the Assistant Superintendent for Government, Community and Planning Initiatives.
- e) The Superintendent will notify the Board, periodically, of any media requests. If the matter is urgent, the Superintendent will notify each Board Member via phone or e-mail, whichever is more practical.
- f) The Superintendent or designee will keep Board Members apprised of issues the media may be considering.
- g) Statements will not be made to the media regarding personnel or other matters protected by law.
- h) 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.
- i) In speaking as an individual, the Board Member should do the following:
 - I. Clarify that he/she is speaking as an individual and not for the Board.
 - II. Remind the media representative(s) that official statements of the Board are made only by the Board President (or his/her designee).
 - III. Remind the media representative(s) of the position or action of the Board related to the issue in question.
 - IV. Notify the district's Assistant Superintendent for Government, Community and Planning Initiatives about the media request.

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| Related Policies: | BBF(LOCAL) | BJA(LOCAL) | GB(LOCAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 7, 2014 | | |

7. Board Member Communication with the Community

Procedure

- a) Board Members are encouraged to participate in community activities as liaisons between the public and the school district. The Board will endeavor to schedule periodic meetings to communicate with the public. When doing so, Board Members are expected to do the following:
 - I. Listen politely and respectfully.
 - II. Accurately relay information about the district.
 - III. Refer questions about specific district activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
 - IV. Clarify Board Member's limitations, obligations, and responsibilities as a member of the Board.
 - V. Respect Board decisions.
 - VI. Relay official action by the Board, if applicable.
- b) Citizens wishing to express themselves regarding policy, boundaries, finances or other responsibilities of the Board, should be directed by Board Members to use one or more of these alternatives: contact appropriate staff members, e-mail, telephone or write Board Members, speak at public forums or participate in the 30-minute public comment period of a Board Meeting.
- c) Citizens wishing to express themselves regarding students, teachers, principals or other campus administrators, should be directed by Board Member to follow the grievance procedures established by referring to policy FNG(LOCAL) for student/parent issues, and DGBA(LOCAL) for employee issues. (According to DGBA(LEGAL), the Board is not required to conduct an open meeting to hear a complaint or charge against an employee. However, the Board may not conduct a closed meeting if the employee who is the subject of the hearing requests a public hearing).
- d) Concerns regarding school matters not addressed in "b" or "c" above should be directed by Board Member to follow the grievance procedures established by referring to policy GF(LOCAL), for community issues.
- e) A Board Member retains the right to communicate in any manner to anyone as an individual, but must understand that any comment will likely be interpreted by the listener as being an official statement of the Board.
- f) In communicating as an individual, the Board Member should do the following:
 - I. Clarify that he or she is speaking as an individual and not for the Board.
 - II. Remind community representatives of any position or action that the Board has officially taken related to the issue in question.

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| Related Policies: | BBF(LOCAL) | BED(LOCAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 7, 2014 | |

8. Phone/Voice Mail, Written Correspondence, including, but not limited to, E-mail, Text Messages or Social Media Protocol

Procedure

- a) Subject to clause “d” below, Board Members are encouraged to respond to phone calls, written correspondence, including, but not limited to, e-mail, text messages or social media from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests and may be subject to the Texas Open Meetings Act.
- b) A Board Member retains the right to respond to an individual, but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
 - I. Clarify that he/she is responding as an individual and not for the Board.
 - II. Remind the individual of any position or action the Board has officially taken on the subject.
- c) Members are encouraged to share communications they receive with the rest of the Board if the following applies:
 - I. The information is not of a personal or confidential nature.
 - II. It is not obvious that the individual has contacted the rest of the Board Members.
 - III. The Board does not engage in any conversation or action which would violate the Texas Open Meetings Act.
- d) 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 in any event, within two business days of receipt.
- e) 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 he/she will be responding, or confirm the receipt of such correspondence by the Board President.
- f) The Board President, at his or her discretion, may appoint the Vice President or Board Secretary to respond to such correspondence received during any absences; provided that such correspondence shall clearly identify that the designated Board Member is responding on behalf of the entire Board at the request of the Board President. A copy of such response will be forwarded to all Board Members (see Board Operating Procedure Number C.8., [Board Reorganization/Election of Officers.](#))
- g) Board Members will not respond to any anonymous communications, unless the communication pertains to criminal, health or safety issues. Any such communication, pertaining to criminal, health or safety issues, will be forwarded to the Superintendent for action. Other Board Members will be informed, if appropriate.
- h) If a Board Member receives any communication which he/she perceives to be of a threatening nature, the Board Member will immediately call and forward the communication to the Superintendent for action. Superintendent will contact all Board Members, if deemed necessary.
- i) If a Board Member is copied on an e-mail from a constituent to a campus Principal regarding a campus issue/concern, no response is required. If the Board Member would like more information regarding resolution of the issue, he/she may request further information from the principal or cabinet member.

- j) If a Board Member receives an e-mail directed “To” them regarding a campus issue/concern, the Board Member will forward the e-mail to the appropriate cabinet member and copy the Board President. If the Board Member would like more information regarding resolution of the issue, he/she may request further information from the principal or cabinet member.

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| Related Policies: | BBF(LOCAL) | CQ(Regulation) CQ(Exhibit A) | GBA(LEGAL) |
| Procedure Approved: | November 14, 2017 | | |
| Procedure Revised: | November 14, 2017 | | |

9. Board Member Communication with Governmental or Legislative Agencies

Procedure

- a) With regard to testimony at any public hearing or governmental proceeding on behalf of the district, the Board President or designee will be the spokesperson for the Board, unless the Board directs otherwise. Such testimony will be limited to positions officially adopted by the Board or general practices of the district.
- b) If a Board Member chooses to speak or testify in front of another governmental or legislative agency on an issue that is not intended to be a reflection of any Board position, the Board Member must clarify that such testimony reflects his/her own opinions and not that of the Board.
- c) If a Board Member is invited to speak or wishes to speak on behalf of the Board, he or she must inform Board Members as soon as possible.
- d) Nothing in this Operating Procedure may be construed in such a way that would violate the Texas Open Meetings Act or a Board Member's legal rights.

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| Related Policies: | BE(LLEGAL) |
| Procedure Approved: | October 6, 2015 |
| Procedure Revised: | October 6, 2015 |

10. Speaking Engagements

Procedure

- a) Board Members are encouraged to draw upon opportunities to speak to the public outside of Board Meetings when requested by citizens of the district. Speaking engagements will help promote a better understanding of topics relating to the district and allow the public to become more acquainted with the members of the Board.
- b) When accepting a speaking engagement with a group that has a Board Member Liaison, the Board Member will contact the respective Board Member Liaison with regard to the request and topic. Every Board Member may accept opportunities to visit with their constituents. If unable to accept, the Board Member will consider suggesting another Board Member to attend.
- c) When arranging a speaking engagement with a group or representative of a group that has a Board Member Liaison, the Board Member will contact the respective Board Member Liaison, as well as the group's President, with regard to the topic. Every Board Member may create opportunities to visit with their constituents.
- d) A record of requests for speaking engagements will be kept by the Executive Assistant to the Board indicating the requestor's name, contact information, topic, date requested, Board Member (if specified) and whether the topic requires new content for the presentation.
- e) A Board Member will inform the Executive Assistant to the Board if he or she has been directly requested to give a public presentation and will post or will request the Executive Assistant to the Board to post such on the event list entitled "Trustee Speaking Dates."

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| Related Policies: | DBD(LOCAL) |
| Procedure Approved: | October 6, 2015 |
| Procedure Revised: | October 6, 2015 |

MEETINGS

C. Meetings

1. Preparation of the Agenda

Procedure

- a) Agendas are drafted by the Superintendent in consultation with the Board President, but final approval for the agenda is the sole authority of the President.
- b) Any Board Member may request that a subject be included on an agenda for a Board Meeting or Work Session. A Board Member will submit the request by either completing a "Request for Agenda Item for Board Meeting" form complete with two (2) Board Member signatures or a "Request for Agenda Item for Work Session" form complete with one (1) Board Member signature, adding pertinent information and documentation.
- c) That request will be forwarded to the Board President and Superintendent. The Board President will ensure that any topics the Board or individual Board Member request to be addressed will be on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President will not have authority to remove from the agenda a subject requested by a Board Member without that member's specific authorization.
- d) If the Superintendent receives a written request from a member of the public to include an item on an upcoming agenda, the Superintendent will forward that request to the entire Board. Board Members will proceed with the provisions outlined in BE(LOCAL) and Step "b" above, if they wish to add the item to an upcoming agenda.
- e) At the end of each Work Session, the Board President will ask the Board Members if anyone would like to suggest a Work Session topic for a future date. The Board Member will complete a "Board Member Request – Work Session Topic" form and submit to the Executive Assistant.
- f) No item can be placed on the Board Meeting agenda by a Board Member if submitted less than the eleventh (11th) calendar day in advance of the meeting unless delay in acting or discussing the added item could seriously affect the operation of the district.
- g) No item can be placed on a Board Meeting agenda by the Superintendent, less than 72 hours in advance of the meeting unless an emergency or urgent public necessity exists.
- h) Board Members who have questions about a particular Board Meeting agenda item will follow Board Operating Procedure Number C.2., "[Board Member Preparation for Board Meetings](#)."
- i) The Superintendent will ensure that adequate back up materials are provided for each Board Meeting agenda item and the information will be relayed to Board Members at least four (4) calendar days prior to the meeting, unless an emergency or urgent public necessity exists which would not permit the four (4) day notification.
- j) Once the Board agenda packet is delivered to Board Members and subsequently an agenda item(s) requires to be removed, the Superintendent or Superintendent's designee will inform the Board and the Executive Assistant to the Board with the intent and rationale. The posted Board packet will be updated appropriately by the Executive Assistant to the Board by a

designation deemed appropriate by Board President, if timing permits (more than 72 hours prior to the opening of the meeting).

If there is not an opportunity to communicate the withdrawal of the agenda item(s) prior to the meeting, the Superintendent or Superintendent's designee will provide an explanation why the item(s) is being removed during the original placement on the meeting's agenda.

- k) For contracts placed on the agenda for approval, the Superintendent will ensure that the contract to be considered is available to Board Members, upon request.
- l) Board Meetings will generally be held at the Plano ISD Administration Building Board Room, 2700 West 15th Street, Plano 75075. Executive/closed session typically will begin at 6 p.m., and the public meeting typically will begin at 7 p.m.

Board Work Session meetings will generally be held at the Plano ISD Administration Building Board Room, 2700 West 15th Street, Plano 75075. Executive/closed session typically will begin at 5:30 p.m., and the public meeting typically will begin at 6 p.m.

The dates, times and locations of all Board Meetings and Board Work Sessions will be published on the Board approved meeting calendar, which may be found on the Plano ISD Web site home page.

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| Related Policies: | BE(LOCAL) BE(LEGAL) | BEC(LEGAL) BED(LOCAL) BED(LEGAL) | BJA(LOCAL) |
| Procedure Approved: | November 15, 2016 | | |
| Procedure Revised: | November 15, 2016 | | |

2. Board Member Preparation for Meetings

Procedure

- a) The Superintendent will ensure that all necessary or requested information is supplied to the Board Members to allow for informed decisions. Agenda packets will be electronically posted and e-mailed four (4) days in advance in the case of Board Meetings and four (4) days in advance for Work Sessions. Items not available when the agenda is electronically posted and e-mailed, will be updated on BoardBook and e-mailed immediately upon completion.
- b) Board Members will read and study the packet prior to each meeting.
- c) Board Members will direct agenda related questions to the Superintendent and appropriate staff member, according to Board Operating Procedure Number C.1., "[Preparation of the Agenda](#)."
- d) In order to honor the time of the administrative staff, Board Members will make every attempt to submit questions about Board Meeting agenda items as soon as possible before a meeting.
- e) 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.
- f) The agenda generally includes a section referred to as the "Consent Agenda," which includes routine or general business items, such as personnel recommendations, minutes of previous meetings, bids, purchases and construction items that are not intended to require discussion or independent action as one agenda item.
- g) During a Board Meeting, any Board Member may remove an item from the "Consent Agenda" (as set forth in the agenda) for separate consideration. Prior to the meeting, the Board Member will make every effort to inform the appropriate staff member of his/her intent to remove the item from the consent agenda so that the staff member may prepare additional information as needed, which may include documents or other material. The Board Member will also notify the Superintendent or the Board President of his /her need to further discuss the consent agenda item prior to action by the Board.
- h) During a Board Meeting, the Board may request the Executive Assistant to the Board to capture an action item related to a posed agenda item in that meeting. Such items will be captured only if there is a consensus of the Board, although no formal vote will be required. The Board President may request a formal vote to be taken. The action items may be assigned to the Superintendent, to a Cabinet Member, or to a Board Member. Each item will be captured with the name of the requestor, the date of the request, the due date, and who this item is assigned to. The running list of action items shall be maintained by the Executive Assistant to the Board. Board Members will have the ability to view the list at any time, but not to modify it, to assure that no violation of the Open Meetings Act occurs. Cabinet Members and the Executive Assistant to the Board will update the status of those items.

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| Related Policies: | BE(LOCAL) BE(LEGAL) | BJA(LOCAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | August 8, 2017 | |

3. Board Member Participation during Meetings/Public Forums

Procedure

- a) All Board Members are expected to conduct themselves professionally and ethically during all meetings and public forums.
- b) During posted meetings, all members will conduct him/herself according to Roberts Rules of Order, Newly Revised.
- c) If, during a meeting or public forum, any member conducts themselves in a manner that is intolerable or prevents the accomplishment of goals, the Board President may adjourn or recess the meeting.
- d) Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject.
- e) In compliance with the Texas Open Meetings Act and subsequent Attorney General Opinions, only Board Members who are physically present may participate in meetings. Board Members who cannot attend, but would like to listen to a called meeting, may listen via phone, but cannot speak once the meeting begins. The minutes may reflect the following: “[BOARD MEMBER] was unable to attend the meeting in person. Pursuant to the Open Meetings Act, [BOARD MEMBER] was not permitted to participate in the meeting, but, [BOARD MEMBER] did call in and was able to listen to all the discussion on each of the agenda items discussed.”
- f) Meetings held by teleconference may only occur if an emergency or public necessity exists, as defined by the Texas Open Meetings Act, and it is difficult or impossible to convene a quorum of the Board at one location. Such meetings must meet all requirements of the Texas Open Meetings Act.
- g) Videoconference participation may be allowed with specific conditions. Such meetings must meet all the requirements of the Texas Open Meetings Act.

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| Related Policies: | BE(LOCAL) BE (LEGAL) BEC(LEGAL) | BED(LOCAL) BED(LEGAL) | BBF(LOCAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 7, 2014 | | |

4. Member Participation in Discussion, Debate and Voting

Procedure

- a) Roberts Rules of Order, Newly Revised is the parliamentary procedure adopted in policy by this Board. Meetings, motions and debate will follow these guidelines.
- b) All Board Members are expected to conduct themselves with professionalism, respect, integrity and according to the Board Operating Procedure C.3., "[Board Member Participation During Meetings/Public Forums.](#)"
- c) The Board President or chair of a meeting will recognize any member who wishes to speak on a subject.
- d) Each member will be allowed up to five (5) minutes to ask questions or comment before he/she should yield the floor to another who wishes to speak.
- e) Debate and discussion must continue until such time as each Board Member feels that he/she has had adequate time to ask clarifying questions or make other comments, unless the previous question has been moved and adopted.
- f) Questions or comments must always be germane to the current agenda item.
- g) No Board Member will coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.
- h) No Board Member will criticize any other member with regard to his/her questions, discussion or vote.
- i) Although it is the duty of every Board Member who has an opinion on a question to express it by his/her vote, he/she can abstain, since he/she cannot be compelled to vote. Members abstaining from voting must briefly state their reason for the abstention. A conflict of interest should be a reason for such abstention.
- j) Only Board Members who are physically present may participate in discussion, debate or voting. See Board Operating Procedure C.3., "[Board Member Participation During Meetings/Public Forums.](#)"
- k) Nothing in this operating procedure will be construed to limit a Board Member's ability to ask questions during the board meeting.

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| Related Policies: | BE(LOCAL) BE(LEGAL) | BBF(LOCAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 6, 2015 | |

5. Member Responses to Inquiries about Executive/Closed Session

Procedure

- a) Given the legal and sensitive nature of topics that may be discussed in executive/closed sessions, Board Members understand that the law requires that all such sessions are strictly confidential.
- b) When it is apparent to the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding anything that occurs in or results from an executive/closed session, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement will comply with the limitations of the law.
- c) If individual Board Members are asked for information regarding executive/closed sessions that Board Member will state clearly that he/she can give no information other than what is posted on the agenda. If pressed further, the Board Member will refer the inquiry to the Board President and Superintendent.

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| Related Policies: | BE(LOCAL) BE(LEGAL) | BEC(LEGAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 6, 2015 | |

6. **Participation by People Other Than Board Members in Executive/Closed Sessions**

Procedure

- a) No person other than the Board and the Superintendent is entitled to attend or participate in executive/closed sessions.
- b) If the Board President, designee, or the Superintendent believes that consultation with a person or group would be beneficial to the discussion, that person or group may be invited to participate for a specific purpose. Such consultants must leave the room upon the conclusion of their participation or when the Board no longer believes such participation is productive.
- c) Any Board Member may request consultation with a specific person or group for a matter duly posted for executive/closed session. A Board Member will make such a request to the Board President or designee, who will work with the Superintendent to arrange for participation as requested.
- d) The Superintendent may be prohibited from participating in executive/closed sessions where the Board may be considering any aspect of his/her employment or job performance.
- e) Participation by people other than the Board Members will not conflict with the Texas Open Meetings Act or any other applicable provisions of the law.
- f) In the event any persons other than the Board and Superintendent participate in executive/closed sessions, the Superintendent and Board will ensure that the participant(s) are aware of the limitations placed on disclosure of the content of the discussion occurring in executive/closed session.

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| Related Policies: | BE(LOCAL) BE(LEGAL) | BEC(LEGAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 7, 2014 | |

7. Executive/Closed Session Attendance and Confidentiality

Procedure

- a) Executive/closed session is a closed meeting and usually precedes a Board Meeting and a Work Session.
- b) Board Members are encouraged to make every effort to attend all meetings. If a member is unable to attend, he/she will notify the Board President and/or the Superintendent, as soon as possible. The absent Board Member will contact the Superintendent or Board President and request a verbal recap of the session, if needed.
- c) Topics that can be discussed in executive/closed session include the following:
 - I. Personnel: Resignations, employment, evaluation, appointment, assignments, terminations, non-renewal, additions, and extension and/or renewal of contracts of individual teachers, individual administrators, individual support staff, and Superintendent's evaluation and/or contract (Policies related to these topics can be found on [Policy Online](#)).
 - II. Private consultation with the attorney regarding contemplated litigation; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551.
 - III. Discuss purchase, exchange, lease, sale or value of real property.
 - IV. Deliberation regarding economic development negotiations.
 - V. School children; school district employee; disciplinary matter or complaint.
- d) All matters discussed in executive/closed session are considered confidential. Board Members will not disclose executive/closed session conversations.
- e) The Executive Assistant to the Board will take minutes of executive/closed session meetings.

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| Related Policies: | BE(LOCAL) BE(LEGAL) BEC(LEGAL) DGBA(LOCAL) DGBA(LEGAL) | FNG(LOCAL) FNG(LEGAL) GF(LOCAL) GF(LEGAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 7, 2014 | |

8. Board Reorganization/Election of Officers

Procedure

- a) The election of Board Officers is governed by Board Policies BDAA (LEGAL), BDAA (LOCAL), and the election must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. The Board Members will comply with the requirements of the Board's Policies, Operating Procedures and the Texas Open Meetings Act in the selection of officers.
- b) No Board Member shall hold an officer position without one-year minimum current Board experience.
- c) Any Board Member who seeks to be elected as an officer will inform the Superintendent. For years that School Board elections are not held, the Superintendent should be contacted the second full week in May, or no later than 6 p.m., on that Friday. For years that elections for School Board are held, the interested Board Member should notify the Superintendent the Monday following the election of School Board Members or no later than 6 p.m., on the following Friday. Board Officer Elections will be held at the last regular meeting of the school year, or the first regular meeting following School Board Elections, whichever is applicable. The Board Member will inform the Superintendent of the following:
 - I. The Board Member is seeking election as an officer
 - II. The specific officer position the Board Member seeks
 - III. The Board Member may express interest in more than one position
- d) Upon receiving notice that a Board Member seeks election to be an officer, the Superintendent will promptly notify the other Board Members of the intent of the Board Member.
- e) A Board Member may choose to withdraw his/her name from consideration for an office by notifying Superintendent, who will then notify all Board Members, at any time up until the election is conducted.
- f) The Board President will duly call a meeting of the Board, the first business meeting following submission of intent, for the purpose of certifying any election of Board Members and for the election of Board Officers. The call of the meeting will include a provision for an executive/closed session for the purpose of reconstituting the officers of the Board.
- g) During the executive/closed session, the Board will deliberate the duties and qualifications of a public officer. The duties include but are not limited to the following:
 - I. The Board President is the "face of the Board." The President presides over all Board Meetings; speaks on behalf of the Board at most district-wide events such as
 - II. Teacher of the Year and school dedications; is a signatory on district checks, legal documents approved by Board action, Board resolutions and student diplomas; responds on behalf of the Board to letters and e-mail to the Board and responds on behalf of the Board to media requests. (See Board Operating Procedure Number B.8, "[Phone/Voice, Written Correspondence, Including, but Not Limited to E-Mail, Text Messages or Social Media Protocol.](#)")
 - III. The Board Vice President presides over any Board Meetings in which the Board President is unable to attend and speaks on behalf of the Board at events in which the Board President is unable to attend. The Board Vice President presents

resolutions to recipients and responds to e-mail on behalf of the Board President in the President's absence.

- IV. The Board Secretary presides over any Board Meetings in which the Board President and Vice-President are unable to attend and speaks on behalf of the Board at events the Board President and Vice President are unable to attend. The Board Secretary reads Board resolutions at Board Meetings, times speakers at Board Meetings and grievance hearings, is a signatory on district checks, legal documents approved by Board action, Board resolutions and student diplomas. The Board Secretary responds to e-mail on behalf of the Board President in the Board President and Board Vice President's absence.
- h) When reconvened in open session, in compliance with the Texas Open Meetings Act, the Board President will entertain nominations of members for officers. A nomination requires a second. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
- i) The Superintendent will preside over the election of the Board President. Following the election of the Board President, the newly placed Board President will officiate the election process for the remaining officer positions.
- j) Newly elected Board Officers will assume responsibility for their office following current school year's graduation ceremony. In the event that an officer is no longer on the Board after an election, the newly elected officer's term will begin immediately after the organizational meeting.
- k) In the event of a vacancy in an Officer's position the Board may, by majority action of the Board at any duly called meeting, fill the vacancy via the appointment of another Board Member.
- l) Vacancies on the Board may, and do, occur at times other than at the end of a term. Trustee vacancies may occur if a Trustee moves out of the school district, resigns for personal reasons, encounters sudden death or illness, or some other valid reason to resign.
- m) The departing Board Member should give written notice of impending resignation and deliver it to the Board President. Possible courses of action include:
 - I. special election
 - II. regularly scheduled election
 - III. appointment until a regularly scheduled election
 - IV. leave seat vacant

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| Related Policies: | BBD(Exhibit) | BDAA(LOCAL) BDAA(LEGAL) |
| Procedure Approved: | May 2, 2017 | |
| Procedure Revised: | May 2, 2017 | |

9. Selection and Operation of Board Liaisons

Procedure

- a) Board Members serve as community liaisons to various groups throughout the community as well as committees within the district. Through consultation and an appointment by the Board President, members may serve a one-year term that can be renewed annually.
- b) The following are considered to be standing liaison roles for the Board:
 - I. Board Audit Committee
 - II. City of Dallas
 - III. City of Murphy
 - IV. City of Parker
 - V. City of Plano
 - VI. City of Richardson
 - VII. Downtown TIF Board
 - VIII. Head Start Parent Policy Council
 - IX. Junior League of Collin County
 - X. Tech Titans (The Technology Association for North Texas)
 - XI. NSBA Advocacy Institute
 - XII. Plano ISD Council of PTAs
 - XIII. Plano Chamber of Commerce
 - XIV. Plano Homeowners' Council
 - XV. Plano ISD Education Foundation
 - XVI. Realtor Groups
 - XVII. TASB Delegate
 - XVIII. TASB Delegate Alternate
 - XIX. North Central Texas Council of Governments (NCTCOG)
- c) By May 15 for nonelection years and June 15 for election years, the Board President will solicit input from the Board Members regarding preferences and will assign each member to liaison positions. Recommended liaison assignments will be approved by a majority of the Board at the next duly called meeting.
- d) The liaison will be:
 - I. The contact person for Board Members with questions in that particular area.
 - II. Willing to commit the time necessary to be effective.
 - III. Responsible for communicating executive level summaries to the Board, subject to Texas Open Meetings Act limitations (an agenda item for liaison updates will be included on the Work Session Agenda to allow opportunity for sharing relevant and timely information).
 - IV. Responsible for helping staff know how/when/what to communicate to the Board about the area.
 - V. The Board's representative to the respective organization.
- e) Liaisons will not:
 - I. Give orders, make decisions for the Board or district or otherwise imply that they are part of the district line of management.
 - II. Impede other Board Members from learning more about a subject from staff.
 - III. Violate the Texas Open Meeting Act.
- f) By law, liaisons are prohibited from making decisions on behalf of the Board.

- g) Board Members may also be appointed as representatives to other district committees or other organizations.

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| Related Policies: | BDB(LOCAL) BDB(LEGAL) |
| Procedure Approved: | October 6, 2015 |
| Procedure Revised: | October 6, 2015 |

10. Selection and Operation of Community Member Liaisons to District Committees

Procedure

- a) 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.
- b) The Board currently has five (5) district-level advisory standing committees made up of parents, staff and community members.
 - I. Career Education
 - II. Diversity Advocacy
 - III. Health
 - IV. Special Education
 - V. Gifted and Talented (PACE)
- c) A description of the scope of work of each district-level committee may be viewed on the [Plano ISD Website](#). Each Board Member may appoint one member to each of the five committees, and those members serve three-year terms. At the start of the school year, the Executive Assistant to the Board sends a list of each of the committee's members to the Board, indicating which members' terms are completed and which members were appointed by what Board Member. A Board Member may appoint someone to any committee needing member appointments where an opening exists on a committee that a Board Member does not already have an appointee serving. These appointments then appear on one of the fall Board Meeting agendas for approval.
- d) District level committee's chairperson will be a staff member.
 - I. If at any point the scope of work needs to be reconsidered, the committee chairperson will notify the Board President, who will notify the remainder of the Board, as soon as possible.
- e) Annually, at the Board/Cabinet Retreat or before the end of the school year, the Board President will appoint three Board Members to serve on a subcommittee to establish goals for the upcoming school year. The subcommittee's role is to:
 - I. Propose the goal(s) for each of the advisory committees for the coming school year.
 - II. Determine the timing of each advisory committee's report to the Board.

The subcommittee's work may be done over the summer. The subcommittee will submit the goals report to the whole board for its consideration, discussion and approval at the September meeting.

- f) The Board will recognize members who have served on one of the five advisory committees and on any of the ad-hoc district committees or task forces at the end of the school year.

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| Related Policies: | BDB(LOCAL) BDB(LEGAL) | BDF(LOCAL) BDF(LEGAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 6, 2015 | |

11. Types of Meetings

Procedure

- a) There are a variety of meetings for Board Members. Attendance at some meetings is more critical than others, but all are important to attend. While most meetings occur on a regular basis, dates can change or meetings can be omitted altogether due to other conflicts on the calendar.
- b) Board Meetings - These open meetings are usually held in accordance with the published calendar, at the Plano ISD Administration Building Board Room. These meetings are preceded by an executive/closed session beginning at 6:00 p.m. They are held to conduct the formal business of the district in public. Action may be taken during this meeting.
 - I. The Board Meeting is videotaped and available at all times on [the Plano ISD Website](#). In addition, Board Meetings air each Saturday, Monday and Wednesday at 8 p.m. and Saturdays at noon on Time Warner Chanel 99 / Verizon Channel 33.
- c) Executive/Closed Sessions - These meetings are not open to the public and typically include consultation with legal counsel or special hearings for the Board. Since they are executive/closed meetings, there cannot be any formal or informal action votes.
- d) Work Sessions - These open meetings are typically held in accordance with the published calendar, at the Plano ISD Administration Building Board Room. They are also preceded by an executive/closed session, beginning at 5:30 p.m. The Work Session is a meeting between Board Members and staff to discuss items and to receive information.
- e) Community Input Sessions - On issues of broad community interest the Board may decide to conduct public input sessions. Examples include tax rate setting, boundary changes, feeder pattern changes, bond packages, and similar topics. This meeting may be held at individual schools or at a location other than the Board Room in the Administration Building.
 - I. Members of the public may address the Board on the posted topic at hand. Board Members will listen to the comments but will not conduct an interchange with the speaker, except for asking clarifying questions. However, if the speaker provides incorrect information then the Board or staff may submit correct information. No action may be taken.
- f) Town Hall Meetings - Town Hall meetings are held to present topics of interest. Town Hall meetings are usually held on campuses in each cluster over the course of the year.
 - I. Members of the public may address the Board and staff during a Town Hall meeting on the posted topic. Board Members and administrators may respond to the speaker and conduct an informal interchange on the posted topic. No action may be taken.
- g) Special Meetings - A special or emergency meeting is a business meeting held on a date other than the regularly scheduled meeting. Action may be taken.
- h) Emergency Meetings - An emergency meeting is a business meeting scheduled with at least a two-hour notice to the public. An emergency meeting is usually called to address a situation which must be handled immediately. Action may be taken.
- i) Retreats - 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 school district. Board Members may elect to participate via telephone or video conference if unable to attend. No action may be taken.

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| Related Policies: | BE(LOCAL) BE(LEGAL) BEC(LEGAL) BED(LOCAL) BED(LEGAL) | DGBA(LOCAL) DGBA(LEGAL) FNG(LOCAL) FNG(LEGAL) | GF(LOCAL) GF(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

12. Preparation of Annual Board Calendar

Procedure

- a) No later than August 1 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's annual calendar of Board Meetings and Work Sessions. The annual calendar will serve as a basis for agenda and activity planning purposes.
- b) The Board's annual calendar provides a general planning guideline and can, at a minimum, include the following items:
 - I. Required Board Actions - to include items legally required at specific times.
 - II. Items legally required annually but not at specific times.
 - III. Items required by Board Policy.
 - IV. Desired Board Reports.
 - V. Activities not related to Board Meetings - to include district activities/events, major campus events, meetings of district-related organizations/committees, Board training opportunities/workshops/conventions, business meetings of local governmental agencies, and advisory group meetings.
- c) The Superintendent will ensure that all necessary information to meet the calendar's timelines will be delivered to the Board Members in compliance with Board Operating Procedure Number C.1., "[Preparation of the Agenda](#)."

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| Related Policies: | BE(LOCAL) BE(LEGAL) BDAA(LOCAL) BDAA(LEGAL) BJCD(LOCAL) BJCD(LEGAL) BQ(LOCAL) BQ(LEGAL) | BQA(LOCAL) BQA(LEGAL) BQB(LOCAL) BQB(LEGAL) BR(LEGAL) CE(LOCAL) CE(LEGAL) CFA(LEGAL) | CFC(LEGAL) DCB(LOCAL) DCB(LEGAL) DCE(LEGAL) DNB(LEGAL) EB(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 7, 2014 | | |

PERSONNEL

D. Personnel

1. Evaluation of Superintendent (full cycle)

Procedure

- a) Collect Results
 - I. The Board will conduct a comprehensive evaluation of the Superintendent's performance at least annually. A comprehensive evaluation includes a performance evaluation and a contract evaluation.
 - II. Performance evaluation is generally completed at a properly noticed meeting by the end of December using an evaluation instrument that the Board has developed. The Superintendent's contract evaluation is usually completed by the end of June to coincide with the regular budgeting process.
 - III. Interim performance evaluations may be conducted at such times as the Board determines will be beneficial. The Board will provide the Superintendent with adequate notice of any evaluation and the Superintendent and Board President will confer to develop the format.
 - IV. The Board or a subcommittee designated by the Board President will regularly review the Superintendent's evaluation instrument to ensure that it continues to be appropriate.
 - V. The Superintendent will use the Board's evaluation instrument to prepare an annual report that summarizes his/her performance against the previous year's annual district goals and the Superintendent's personal goals. The Superintendent will submit a copy of this report to each Board Member typically by the end of October.
 - VI. The Board President will make sure that a fully executed copy of the Superintendent's current contract is available to all Board Members.
 - VII. Each Board Member will review the report submitted by the Superintendent and the contract submitted by the Board President.
 - VIII. The Board President will schedule the Superintendent's performance evaluation to occur during a posted executive/closed session. Each Board Member will review the Superintendent's annual report and contract prior to this meeting.
- b) Evaluate results against goals
 - I. During executive/closed session, the Board President will ask the Superintendent to present the annual performance report to the Board. Board Members may ask questions of and discuss results with the Superintendent at this time. The Board President will then excuse the Superintendent, and the Board will discuss the performance results as a team.
 - II. The Board will also, during executive/closed session, define personal goals for the Superintendent for the next year. The Board may, at its discretion, revise the criteria at any time if a majority of the Board concurs.
 - III. The Board will determine if any contractual additions, changes or deletions should occur.
 - IV. After the evaluation process, but prior to July 1, Board discussion regarding Superintendent's compensation and benefits will occur. This timing is reflective of the annual budgeting process that occurs in the spring. Any changes to the Superintendent's compensation and/or benefits will be incorporated into the contract by July 1.
- c) Communicate feedback

- I. The Board will, by consensus, agree on the final evaluation and decide how it wishes to present the evaluation, next year’s personal goals, and any contractual modifications to the Superintendent. The Board will present its conclusions during executive/closed session.
 - II. Any action resulting from the evaluation will be at the sole discretion of the Board and agreed to by a majority vote of the members, in a manner consistent with the Texas Open Meetings Act.
 - III. The Board will ensure that the evaluation process and document(s) will follow all local, state and federal regulations or guidelines.
- d) Update contract
- I. The Board President will work with the Board’s legal representation to make any modifications to the Superintendent’s contract by July 1. The Board President will submit a copy to all Board Members for review prior to final approval.

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| Related Policies: | AIB(LEGAL) BJA(LOCAL) BJA(LEGAL) | BJCD(LOCAL) BJCD(LEGAL) BJCD(EXHIBIT) | GBA(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

2. Board Members' Concerns about the Superintendent's Professional Performance

Procedure

- a) Express concern about performance
 - I. A Board Member who has a concern about the professional 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.
 - II. Concern about the Superintendent's professional performance may include the following:
 - a. A breach of any term of the Superintendent's contract.
 - b. Violation of a state or federal statute.
 - c. Violation of a Board Policy or Operating Procedure.
 - d. Failure within a reasonable amount of time to address a specific issue identified by a majority of the Board.

- b) Define process to resolve concern
 - I. The following process may be used.
 - a. The concerned Board Member will meet privately with the Superintendent to discuss his/her concerns in order to resolve the issue(s).
 - b. If the concerned member in addition to one (1) other Board Member does not feel that the resolution is satisfactory, then the two (2) members may request, through the Board President, that an item be placed on a regularly scheduled agenda as an executive/closed session item, posted in accordance with the Texas Open Meetings Act. The concerned member must inform the Board President of the specific nature of any concern(s), which prompted the request for an executive/closed session. In addition, the Board President may, of his/her own accord, place an item on a regularly scheduled agenda as an executive/closed session to discuss concerns about the professional performance of the Superintendent.

- c) Resolve concern
 - I. If an executive/closed session is called, the Board must listen to the concern(s) and make a determination if the issue raised is cause for concern. Failure to make such a determination will end the executive/closed session.
 - II. If the majority of the Board determines that there is a violation or breach of one of the aforementioned items, the following process will be followed:
 - a. The exact nature of the deficiency will be documented and discussed with the Superintendent.
 - b. A plan for remediation will be written, to include action(s) to be taken and timelines.
 - 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.

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| Related Policies: | BJA(LOCAL) BJA(LEGAL) | BJCE(LEGAL) BJCF(LOCAL) BJCF(LEGAL) BJCF(EXHIBIT) | DH(LOCAL) DH(EXHIBIT) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 7, 2014 | | |

3. Board Members' Concerns about the Performance of Employees other than Superintendent

Procedure

- a) Communicate concern
 - I. When a Board Member becomes concerned about the performance of district employees he/she must bring his/her 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.
 - c. Actions which are harmful to the district's or the Board's reputation.
 - II. Board Members must remain cognizant that district personnel are the responsibility of the Superintendent, not the Board.

- b) 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 allowable by policy and law.

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| Related Policies: | CAA(LOCAL) DBD(LOCAL) DH(LOCAL) DH(LEGAL) DH(EXHIBIT) | DHE(LOCAL) DHE(LEGAL) DIA(LOCAL) DIA(LEGAL) | FFH(LOCAL) FFH(LEGAL) FFG(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

4. Hiring of Personnel other than the Superintendent

Procedure

- a) Identify candidates
 - I. All school district employees report to the Superintendent. The Superintendent is the only employee of the Board.
 - II. Board Members may not advise the Superintendent on specific hiring decisions unless such input is sought.
 - III. Board Members are discouraged from writing letters of recommendation for any person seeking employment in the Plano ISD, as it could become a conflict of interest.

- b) Make recommendation
 - I. It is the expectation of the Board that internal staff will have an opportunity to provide input on the selection of principals, but that the Superintendent will have sole responsibility for recommending principal appointments.
 - II. The Board is not involved in the interviewing process of district employees.
 - III. The Superintendent or the Superintendent's designee is responsible for making all hiring recommendations to the Board.

- c) Seek approval
 - I. 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.
 - II. Board Members must abstain from any votes on personnel issues where a conflict of interest is clear, as defined in Board policy and/or statute.
 - III. If a Board Member has written a recommendation letter for the recommended candidate, he/she must abstain from voting on the candidate's hiring.
 - IV. Nothing in this procedure will prevent or in any way limit the ability of Board Members to discuss concerns about specific existing employees or potential candidates with the Superintendent and the Board President.

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| Related Policies: | BBFA(LEGAL) | DBE(LEGAL) DBE(EXHIBIT) | DC(LOCAL) DC(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

5. Board Hearings of Grievances

Procedure

- a) Prepare for hearing
 - I. The Board normally operates in an executive/closed or legislative capacity. However, it operates in a judicial capacity during a grievance hearing. Members must be fully informed on Board policies relating to the process for grievances in advance of a hearing.
 - II. Once a grievance reaches a Level 4 hearing with the Board, a hearing date is set. The grievant receives instructions about how the grievance process works.
 - III. The grievant may elect to hold the hearing in executive/closed or open session, but the Board will make the final determination. All documentation that was presented by both parties at each of the previous hearing levels is collected and submitted to each Board Member and to the grievant for complete review in advance of the hearing.
 - IV. All grievance-related materials received by a Board Member must be held in the strictest confidence. A Board Member will neither share information from that documentation nor what is heard during the actual grievance proceeding(s).
 - V. Board Members may only consider information that is presented during the grievance process; members will not privately seek out information regarding a grievance. No party may present or submit new documentation during the Level IV hearing absent extenuating circumstances and approval from the Board. At such time, the Board will carefully consider new evidence in light that it has not been properly vetted.
 - VI. 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, him or her unable to hear the grievance or appeal impartially, then he or she must inform the Superintendent and Board President immediately. In addition, if the Board Member has been involved in communication with the grievant previous to the grievance hearing, then the Board Member should recuse himself/herself from the hearing.
- b) Conduct hearing
 - I. The Board Secretary will serve as the timekeeper for the grievance hearing, and the Executive Assistant to the Board will record the official minutes and create an audio recording of the proceeding.
 - II. The grievant, the school district, and the School Board may each elect to have its own legal counsel. If the grievant brings legal counsel, then the district and the Board will each have separate legal counsel.
 - III. The Board President presides over the hearing and provides direction to all parties throughout the hearing.
 - IV. As a standard, the grievant and the school district will each have a total of 15 minutes to present each respective case. The time limit may be adjusted at the discretion of the Board when deemed appropriate. Each party is given an opportunity to make an opening statement and an opportunity to rebut the other party's opening statement. Each party is responsible for allocating the usage of this time as they wish. The Board Secretary can provide minute usage updates during testimony, if requested.
 - V. Once each party has presented its case, the Board may ask questions of each party, based upon the information presented. The time allocated to this activity is not limited. At the conclusion of all Board Member questions, the Board President

concludes the hearing. The grievant and the school district representatives are excused.

c) Deliberate

- I. If the grievance hearing was held in open session then the Board will adjourn to executive/closed session under an exception to the Open Meetings Act, as stated in the posted agenda. The Board, its legal counsel, and the Executive Assistant to the Board participate in the executive/closed session.
- II. Board Members may now consult with one another and legal counsel regarding a possible grievance decision recommendation. Only deliberations may occur in these meetings. No decisions are made in executive/closed session.
- III. Grievance decisions become precedent-making events. Board Members should seek counsel from the Board's legal representative(s) in order to understand the potential implications of any decision. Legal counsel can share information about previous decisions that may impact the current decision. Decision options are usually limited to upholding or not upholding the Level 3 recommendation.
- IV. Board Members will return all grievance materials to the Executive Assistant to the Board upon the conclusion of deliberations.

d) Ruling/Decision

- I. The public reflection of a grievance hearing occurs at the next open meeting. An agenda item regarding the grievance appears on the agenda.
- II. Any Board Member who was not present for the entire grievance hearing must excuse him/herself from the actual vote in open session.
- III. If a Board Member wishes to uphold the administration's Level 3 decision, then he/she can make a motion to that effect. If the motion is seconded, then the Board President will conduct a vote. If a Board Member wishes to reverse the administration's Level 3 decision, then he/she can make a motion to that effect. The Board President will conduct a vote if the motion receives a second. If the Board takes no action during the next open meeting, then the administration decision at Level 3 is automatically upheld.
- IV. Only the Board President can make public statements arising from a grievance.
- V. Any Board Member who violates the Board policy on grievances may be subject to censure.

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| Related Policies: | DCD(LOCAL) DCD(LEGAL) DG(LEGAL) | DGBA(LOCAL) DGBA(LEGAL) FNG(LOCAL) FNG(LEGAL) | GF(LOCAL) GF(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

6. Hiring of Superintendent

Procedure

- a) Select an executive search firm
 - I. The Board may use a professional executive search firm to conduct the Superintendent search process, and it will use a Request for Proposal (RFP) to select the executive search firm.
 - II. The Board may, at the Board's discretion, cause the Board President to appoint a subcommittee and a chair to facilitate the search firm selection process. The search firm selection process may include the following steps and may take approximately 6 weeks:
 - 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. The purchasing department prepares the Request for Proposal
 - 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
- b) Develop Superintendent criteria
 - I. The Board may, at the Board's discretion, cause the Board President to appoint a subcommittee and a chair to facilitate the Superintendent selection process.
 - II. The selected search firm will utilize a process to develop a set of criteria to be used to identify the Superintendent candidates and then select a lone candidate. The Superintendent selection process used will become fully defined once the search firm selection is made.
 - III. The Board will assume that parents, teachers, community members, administrators, students, business leaders, and Board Members will have an opportunity to provide input into the criteria development process.
 - IV. The search firm and the Superintendent search subcommittee will seek Board approval of the Superintendent search criteria before the search begins.
- c) Interview candidates
 - I. The Superintendent Selection Subcommittee may prepare an evaluation instrument that Board Members can use to evaluate each candidate that the Board reviews.
 - II. The selected search firm will employ its process to interview candidates and present an initial slate of candidates to the Board. The Board will review the slate of candidates and identify a subset of candidates that will be presented to the full Board.
 - III. The Superintendent Selection Subcommittee will prepare an evaluation instrument that Board Members can use to evaluate each candidate that the Board interviews.
 - IV. The subcommittee will consolidate all of the evaluation instrument results for all candidates and share the results to the Board.

- d) Select final candidate(s)
 - I. The Board will select a finalist(s) and provide public notice of the name of the finalist(s) being considered for Superintendent at least 21 days before the date of the meeting at which a final action or vote concerning the employment of the finalist will be taken.
- e) 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.
- f) After the Superintendent search process, the Board President will maintain foundation of the process such as calendars and focus groups used, while maintaining privacy of candidates.
- g) Within ninety (90) days of the conclusion of the Superintendent search process, the Board President will convene the Board in executive/closed session, either at a regularly called Board Meeting or at a Special Called Board Meeting, to review these procedures and reflect on any revisions to be adopted by the Board, and consider changing the Board Operating Procedures, if necessary.
- h) All deliberations in executive/closed session shall be held confidential.

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| Related Policies: | BJA(LOCAL) BJA(LEGAL) | BJB(LEGAL) BJC(LEGAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 6, 2015 | |

7. Board Audit Committee Charter and Responsibilities

a) Purpose

- I. The Board Audit Committee's purpose is 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.

b) Authority

- I. The Audit Committee has the authority in accordance with Board Policies CFC(LOCAL and CFC(LEGAL) and as granted by the Board of Trustees.
- II. Specifically, the audit committee is empowered to:
 - a. Approve internal audit plans;
 - b. Establish resource requirements for the auditor;
 - c. Communicate with the internal auditor concerning internal audit activities;
 - d. Make final decisions regarding the appointment or approval of the internal auditor;
 - e. Evaluate the internal auditor's performance and setting the annual salary adjustment for the internal auditor;
 - f. Approve the internal audit charter;
 - g. Approve the internal audit budget and resource plan; and
 - h. Make appropriate inquiries of management and the internal auditor to determine whether there are inappropriate scope or resource limitations.

c) Composition

- I. The Audit Committee shall be composed of at least three (3) Board members, upon nomination and vote of the Board.
- II. Chairperson shall be chosen by the Audit Committee members.
- III. Term Limit
 - a. Each Board members' term shall be for a period of two (2) years
 - b. A Chairperson shall be elected for the entire calendar year
 - c. Members' terms shall be staggered to minimize the impact of the member turnover
 - d. A Chairperson cannot serve more than four (4) consecutive years as chair

d) Meetings

- I. The Audit Committee shall meet at least four (4) times annually with authority to convene additional meeting as circumstances required.
- II. The meetings shall be posted and conducted in accordance with the Texas Open Meetings Act, when a quorum may be present.
- III. The Chairperson shall determine the date, time, and place of the meetings.

e) Responsibilities

I. Internal Audits

- a. Direct and order internal audits, as deemed appropriate by the committee or the Board of Trustees.
- b. Review and discuss periodic risk assessments and approve the annual audit plan and all major changes to the plan.
- c. Review and monitor significant internal audit reports, the implementation of audit recommendations, corrective action plans by management, and follow-up audits to confirm implementation.

- d. Evaluate the performance of the internal auditor annually and recommend to the Board the annual compensation and salary adjustment.
 - e. Meet separately with the internal auditor to discuss any matters that the committee or internal audit believes should be discussed in accordance with the executive session provisions of the Texas Open Meetings Act.
- II. External Audits
- a. Participate in the selection of the independent auditing firm.
 - b. Review the performance of external auditors, and recommend approval on the appointment or discharge of the auditors.
 - c. Review the external auditor's proposed scope and approach, including coordination of the audit effort with the internal audit.
 - d. Meet with external auditors to discuss the audit results.
 - e. Monitor implementation of external audit recommendations.
- III. Compliance
- a. Review the effectiveness of the system for monitoring compliance with Board policies and Federal/State laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
 - b. Review the findings of any examinations by regulatory agencies, and any auditor observations.
 - c. Review the process for communicating the Plano ISD Board Policies, specifically, the Educators' Code of Ethics and for monitoring compliance therewith.
 - d. Obtain regular updates from management, legal counsel, or any other department.
- IV. Reporting Responsibilities
- a. Regularly report to the Board of Trustees about committee activities, issues, and related recommendations.
 - b. Provide an open avenue of communication between internal audit, the external auditors, and the Board of Trustees.
 - c. Report at least annually to the Board of Trustees, describing the committee's composition, responsibilities and how they were discharged, and any other information required by the Board of Trustees.
 - d. Review any other reports that relate to the Committee's responsibilities.
- V. Other Duties
- a. Review all planned reviews, audits, and examinations conducted by regulatory agencies, management consultants, and auditors in order to help preclude duplication of work by the internal audit department.
 - b. Perform other activities as designated by the Board of Trustees.
 - c. Institute and oversee special investigations as needed.

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| Related Policies: | CFC(LOCAL) CFC(LEGAL) |
| Procedure Approved: | August 8, 2017 |
| Procedure Revised: | |

PLANNING

E. Planning

1. Establishment of District Vision and Goals

Procedure

- a) The district's strategic plan, established by the Board, 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. The strategic plan should include a twenty-year time horizon.
- b) The Superintendent or his/her designee(s) will be responsible for the creation of annual district initiatives and designed to fulfill the district's strategic plan. The Superintendent will identify which goals the annual initiatives will fulfill.
- c) The district's strategic plan will serve as the foundation for the district's facilities plan and the technology plan.
- d) In February of each year, the Board will conduct a Work Session to review and revise or affirm the district's vision and goals for the next year, unless development of a strategic plan is currently in process. If changes to the goals are recommended by the Superintendent, an action item to vote on the changes will be included on the March Board Meeting Agenda.
- e) The Board may, at its discretion, 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.
- f) 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.
- g) All staff will be aware and informed about the district's strategic plan and understand how the annual initiatives relate to the plan.

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| Related Policies: | BAA(LEGAL) BBD(Exhibit) |
| Procedure Approved: | October 6, 2015 |
| Procedure Revised: | October 6, 2015 |

2. Board’s Review of the District’s Progress towards Accomplishment of Goals and Approval of the District Performance Objectives Included in the District’s Improvement Plan

Procedure

- a) At the Work Session in August, the Superintendent or designee will provide the Board with a comprehensive evaluation based on the targets specified in the strategic plan to demonstrate progress toward achievement of the goals, objectives and performance objectives.
- b) The Board Meeting agenda for the September Board Meeting will include an action item for the Board to vote to consider the proposed district initiatives as included in the District Improvement Plans (DIP) established by the District Based Improvement Committee (DBIC). The DIP will include targets that promote the district’s vision established by the Board. The Superintendent or designee will provide the completed DIP to the Board prior to the Board Meeting.
- c) School Improvement Plan (SIP) for an “Improvement Required” campus is required by the state to be approved by the Board and submitted to TEA. The SIP must address performance areas that originally contributed to the “Improvement Required” rating. The SIP will be developed jointly by campus leadership team and campus intervention team (CIT).

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| Related Policies: | BAA(LEGAL) BBD(Exhibit) | BQ (LOCAL) BQ(LEGAL) | BQA(LOCAL) BQA(LEGAL) BQB(LOCAL) BQB(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 7, 2014 | | |

3. Board's Review of Instructional Programs and Strategic Plan's Goals

Procedure

- a) It is the desire of the Board to have ongoing dialogue about instructional programs.
- b) Review of instructional programming will, primarily, be the function of regular monthly Work Sessions.
- c) The Board President will work with the Superintendent to schedule the requested topics in a timely manner.
- d) The monthly Work Session will be an open meeting, duly posted under the Texas Open Meetings Act. The dates and opening time of the Work session will be approved by the Board with the annual Board Meetings calendar. Changes to the Work Session calendar may be made by consensus of the Board at any duly called meeting.
- e) The Board will create a list of programs whose reviews may occur on a monthly Work Session agenda over a multi-year revolving calendar. The program review schedule will be included in the Board's Annual Calendar. Each Board Member may submit a list to the Executive Assistant to the Board no later than two weeks prior to the annual Board/Cabinet Retreat for consideration. The list of programs will be discussed and final selections will be placed on the Board's Annual Calendar at the annual Board/Cabinet Retreat.
- f) The agenda for the instructional Work Session will normally consist of one agenda item topic.
- g) In the event that an unscheduled topic with critical timing becomes relevant, and the Board President and Superintendent feel that a Work Session discussion is imminently necessary, the agenda may be altered so long as it does not violate any provision of the Texas Open Meetings Act and a majority of the Board concurs. This may at times necessitate an additional, duly called, meeting.
- h) An agenda item of at least one of these Work Sessions will be used to review the progress of the strategic plan towards its goals and to determine if adjustments need to be made to the plan.

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| Related Policies: | BAA(LEGAL) BBD(EXHIBIT) BE(LOCAL) BE(LEGAL) | BQ(LOCAL) BQ(LEGAL) | BQA(LOCAL) BQA(LEGAL) BQB(LOCAL) BQB(LEGAL) |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

4. Board's Review of Programs other than Instructional Programs

Procedure

- a) It is the desire of the Board to review programs other than instructional programs, including the Bond Program and Long-Range Technology Plan, in order to assure their alignment with the strategic plan.
- b) Whenever possible, such program review will be scheduled in the monthly Work Session in the manner described in Board Operating Procedure Number E.3., "[Board's Review of Instructional Programs and Strategic Plan's Goals.](#)"
- c) In the event that a program is desired to be reviewed and it is not practical to include the item in a scheduled monthly Work Session or on an agenda for a monthly Board Meeting, a separate duly called meeting may be scheduled with a concurrence of a majority of the Board and in compliance with the Texas Open Meetings Act.
- d) The Board will create a list of programs whose reviews may occur on a monthly Work Session agenda over a multi-year revolving calendar. The program review schedule will be included in the Board's Annual Calendar. Each Board Member may submit a list to the Executive Assistant to the Board no later than two weeks prior to the annual Board/Cabinet Retreat for consideration. The list of programs will be discussed and final selections will be placed on the Board's Annual Calendar at the annual Board/Cabinet Retreat.

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| Related Policies: | BAA(LLEGAL) | | |
| Procedure Approved: | October 6, 2015 | | |
| Procedure Revised: | October 6, 2015 | | |

5. Development and Adoption of District Budget (full cycle)

Procedure

- a) The Superintendent or designee will draft a detailed budget process calendar to be submitted to the Board in November of each year.
- b) At a minimum, the following must be included in the draft budget process calendar:
 - I. Any action items the Superintendent would like included prior to the budget adoption.
 - II. A Work Session, scheduled early in the budget process calendar with concurrence by the Board, to adopt the Board's budget priorities and parameters.
 - III. 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.
 - IV. Timelines by which campuses, departments and other budget project teams will work.
 - V. Timing and methodology for community input on the proposed budget.
 - VI. Timing for final Board review of the proposed budget prior to adoption.
 - VII. Timing for completion of legal requirements such as official notices and public hearings.
- c) All materials or data, including draft budgets, will be delivered to the Board at least 4 days prior to consideration of the materials.
- d) 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.
- e) All actions taken in connection with the budget process and adoption will be done in accordance with the Texas Open Meetings Act.

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| Related Policies: | BAA(LEGAL) | CE(LOCAL) CE(LEGAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 7, 2014 | |

POLICY

F. Policy

1. Protocol for the Review and Amendment of District Policies

Procedure

- a) Board Members have access to digital and hardcopy policy manuals. Each Board Member is responsible for becoming familiar with these resources and accessing them accordingly.
- b) A review of policies will be a continuous event, coordinated by the Superintendent's designee and policy specialist assigned. The Superintendent designee may elect to delegate portions of the process to appropriate Board liaisons. Policy changes that originate EXTERNALLY of the district (through legislation, TASB updates, and other statutory sources), are mostly, but not solely, applicable to LEGAL policies. Policy changes originated INTERNALLY within the district (by the Superintendent, Board Members, school personnel or community citizens), are mostly, but not solely, applicable to LOCAL policies.
- c) The Superintendent or designee, as well as the board's protocol and policy sub-committee, will also be responsible for ongoing review of policies to ensure that existing policies are still relevant to current local circumstances. The Superintendent will ensure that all district staff has adequate knowledge of the Board policies.
- d) EXTERNALLY-generated policy change requests will be coordinated by the Superintendent's designee (beginning step (j) below). INTERNALLY-generated policy change requests shall be conducted according to the following process, and once board consensus has been reached, the change implementation shall be coordinated by the Superintendent's designee.
- e) The originator of an INTERNAL policy change request will submit appropriate agenda item request for discussion in a board meeting. The agenda item must be worded clearly enough so that community members would be able to determine whether they have an interest in being present and/or comment on the issue during that board meeting.
- f) During that board meeting, the requestor (a board member or cabinet member) shall provide the following:
 - a. What is the problem that needs to be solved?
 - b. Why is that a problem?
 - c. Reasonable relevant background information (not mandatory);
 - d. Proposed solution (not mandatory).
- g) The administration would conduct research and offer one or more recommendations, and provide a date by which this will be completed. Time-sensitive issues should be identified as such and prioritized appropriately by the board. The focus of the administration research shall be on solving the problem. The discussion will be put on the agenda item such that it will give the administration enough time to provide the necessary research and recommendations.
- h) At the designated board meeting, the administration will provide:

- a. A validation of the problem;
 - b. Scope and extent of it;
 - c. Solution alternatives with advantages and disadvantages;
 - d. Recommendation (not mandatory).
- i) The board will then determine which alternative to choose, and instruct the Superintendent or designee to make that policy modification.
 - j) Upon receipt of (1) EXTERNAL policy change, or (2) INTERNAL policy change approved through the process described in steps (e) through (i) above, the Superintendent's designee will draft the revision and submit for legal review prior to the first reading for consideration by the Board.
 - k) The first reading will be scheduled at a duly called Board Meeting for the Board's consideration. Second (or any subsequent, as necessary) readings of LOCAL policies, and any revisions, will occur at the next scheduled Board Meeting.
 - l) Adoption of such revised policies will occur as an action item on the agenda at a duly called monthly Board Meeting.
 - m) For a revision to be considered on a policy which is on the agenda of a Board Meeting, a majority of the Board must approve the revision. If necessary, the policy may be pulled off the agenda and sent back to the Superintendent or designee for inclusion in the next scheduled Board Meeting.
 - n) After adoption, the Superintendent or designee will be responsible for incorporating revisions into the Board's Policy Manual.
 - o) LOCAL policy revisions will be placed, at a minimum, for a first and second reading prior to adoption unless an emergency condition exists which demands an immediate response.
 - p) LEGAL policy updates, which are provided by TASB in response to legislative or governmental actions, will be reviewed with a first and second reading at duly posted Board Meetings. No action is required as these policies are immediately binding, upon passage of legislation.

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| Related Policies: | BE(LOCAL) | BF(LOCAL) |
| Procedure Approved: | November 15, 2016 | |
| Procedure Revised: | November 15, 2016 | |

2. Development of District Policies

Procedure

- a) New LOCAL policies may be developed by the Superintendent, Board Members, school personnel or community citizens. All new policies must be relevant and adhere to all local, state and federal laws and guidelines. Before policies are presented for adoption to the Board, the district's legal counsel reviews all content.
- b) Any newly proposed LOCAL policy will be submitted to the Superintendent.
 - I. If the Superintendent receives a request from a member of the public or any Board Member proposing a new policy, the Superintendent will forward that request to the entire Board.
 - II. Requests for policy changes are reviewed by the Superintendent's Cabinet. If the cabinet supports the change(s), the Superintendent's designee will draft the revision and submit for legal review prior to the first reading for consideration by the Board.
- c) Such new policy will be presented for a first reading at a Board Meeting. Any proposed amendments will be discussed/considered at the first (or any subsequent, as necessary) reading. Amendments may be considered at any time during the adoption process.
- d) Adoption of policies will occur as an action item on the agenda at a duly called monthly Board Meeting.
- e) For an amendment to be considered on a policy which is on the agenda of a Board Meeting, a majority of the Board must approve the amendment. If necessary, the policy may be pulled off the agenda and sent back to the Superintendent for inclusion in the next scheduled Board Meeting.
- f) Proposed LOCAL policies will be placed for a first and second reading prior to adoption unless an emergency condition exists which demands an immediate response.

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| Related Policies: | BE(LOCAL) | BF(LOCAL) |
| Procedure Approved: | October 6, 2015 | |
| Procedure Revised: | October 6, 2015 | |

3. Traditions of the Board

Procedure

- a) Former Board Members may, at their option, sit on the stage and hand the High School Diploma facsimile to a family relative. It will be the responsibility of the former Board Member to let the Superintendent and current Board President know that he/she would like to participate in the graduation ceremony.
- b) Board Members who served during the current school year and not returning are invited to participate in the graduation ceremony. It will be their responsibility to let the Superintendent and current Board President know that he/she would like to participate in the graduation ceremony.

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| Related Policies: | FMH(LOCAL) |
| Procedure Approved: | May 2, 2017 |
| Procedure Revised: | May 2, 2017 |