

MONTGOMERY ISD BOARD OPERATING PROCEDURES

1. DEVELOPING BOARD MEETING AGENDA

A. Who can place items on agenda

1. Board Members must request to Board President, seven days in advance, any items they wish to have considered for placement on the agenda.
2. The Superintendent or any two Board Members can place an item on the agenda.
3. In accordance with Texas Open Meeting Laws, no item can be placed on the agenda less than 72 hours in advance of meeting, except in an emergency as per Texas Code.

B. Items that cannot be on the agenda

1. All personnel issues must be conducted in a Closed Session unless specifically required by Texas Law.
2. Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the agenda.
3. Items that require consultation with the District's legal counsel must be held in closed session unless the Board votes to waive the attorney-client privilege.

C. Use of Consent Agenda

A consent agenda will be used for items that do not normally require Board discussion. A single Board Member can remove an item from the consent agenda for Board discussion by request. The Superintendent will automatically place the following items on the consent agenda.

- Routine items
- Budget amendments
- Minutes of regular and special Board meetings
- Monthly Financial Report
- Updates of Board policy
- Routine bid **recommendations**/Renewals

2. MEMBER CONDUCT DURING BOARD MEETING

(Note: Any time four or more members are gathered and discuss school district business, it is considered a meeting.)

A. Parliamentary Procedure

All Board Members are expected to model their Code of Ethics and to generally follow Robert's Rules of Order unless pre-empted by the Board President.

B. Discussion of motions

1. All discussion shall be directed solely to the business currently under deliberation.
2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
3. The Board President will recognize a Board Member prior to the Member giving his/her comments.

C. Voting

1. All members, including the Board President, shall vote on all action items.
2. A member shall abstain from voting in the case of a legal conflict of interest. A member may abstain from voting to avoid an appearance of impropriety, even if not legally required to do so.
3. The Board must provide the Superintendent an opportunity to present an oral or written recommendation to the Board on any item that is voted on by the Board at the meeting before the vote is called.

D. Patrons addressing the Board

A Board meeting is not a “public meeting” in the true sense of the audience having a right to participate in discussion of items before the Board. A school board meeting is a meeting held in public. Whether the audience is allowed to participate and, if so, the rules of participation are all controlled by the local Board.

Public Forum Guidelines – BED(LOCAL)

- Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
- At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.
- At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
- Individuals who wish to participate in this portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to address the Board.
- Public comment shall occur at the beginning of the meeting.
- An individual's comments to the Board shall not exceed 3 minutes per meeting.
- When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
- Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

E. Non-Public Hearings – Personnel, Discipline, Grievance, Complaints, and Student Discipline

1. During hearings the Board is assembled to gather input only and not to render a decision.
2. The Board will not answer questions or enter into two-way dialogue during a hearing.

3. REPORTS

A. Individual Board Member Request for Information or Report

1. Any Board Member may request a report. If the Superintendent determines that the development of the report shall take over four hours of staff time, then the request must be sent to the Board as a whole. All requests for reports shall be distributed to all Board Members.
2. Information available to any citizen shall be available to a Board Member at no cost up to the use of four hours of staff time per month per Board Member. Request for information requiring in excess of four hours per month must be referred to the Board as a whole.
3. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the entire Board unless a Board Member declines to receive the report.
4. Board Members shall keep the Superintendent informed of any communication to solicit information from the leadership team or department leaders. Members should avoid contacting campus staff for information and instead go through the appropriate senior leadership member or Superintendent. .

B. Reports by Staff to Board

1. Every report shall contain an executive summary not to exceed one page, single spaced, not less than 10-point font, with one-inch margins.
2. Oral reports shall not exceed five minutes.
3. The Board shall have the option to ask questions after the oral report.

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4. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. When a Board Member receives a request or information about the District from a citizen, the Board Member should refer the person to the Superintendent or the Board President.
- B. When a Board Member receives a complaint from a citizen, the Board Member should:
 - 1. Hear the citizen's complaint to fully understand persons involved, date, place, and other pertinent information.
 - 2. Repeat the problem back to citizen sufficiently to ensure understanding.
 - 3. Review the chain of command with citizen.
 - 4. Remind the citizen of due process and that the Board Member cannot investigate and must remain impartial in case situation goes before the Board.
 - 5. Refer citizen to appropriate person/chain of command. (The citizen **MUST GO THROUGH CHAIN OF COMMAND** before any other action can be taken.)
- C. The Board Member should inform the Superintendent within a reasonable period of time after receiving the request or complaint.
- D. The Superintendent or his/her designee will respond, if appropriate, to citizen in a timely fashion.

5. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. When a Board Member receives a complaint from an employee the Board Member should:
 - 1. After listening to employee's complaint refer them to the employee handbook and remind them that the Board Member cannot investigate and must remain impartial in case situation goes before the Board.
 - 2. The Board Member should inform the Superintendent within a reasonable period of time after receiving the request or complaint.

6. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. Board Members are not to go into teacher's classrooms or individual buildings for the purposes of evaluation.
- B. Except for routine activities or visits to see their children, Board Members should let the principal or Superintendent know in advance of their visit.

8. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

- A. No Board Member or officer has authority outside the Board meeting.
- B. No Board Member can direct employees in regard to performance of their duties.
- C. President
 - 1. Shall preside at all Board meetings.
 - 2. Appoint committees after consultation with the Board (Board sub-committees or committees that report to Board).
 - 3. Shall call special meetings.
 - 4. Sign all legal documents required by law.
- D. Vice President
 - 1. Shall act in capacity of president in absence of president.
- E. Secretary
 - 1. In all open sessions cause accurate record of meetings to be kept; in closed session will keep accurate records.

2. In the absence of both the President and Vice President, shall call meeting to order and act as the presiding officer.

9. ROLE OF BOARD IN CLOSED SESSION

- A. Board can only discuss those items listed on the executive session agenda and as limited by law.
- B. Board must vote in public session.
- C. Information provided or discussed during Closed Session must remain confidential.

10. ANONYMOUS PHONE CALLS OR LETTERS

- A. The Board of Trustees encourages input. However, anonymous calls or letters or complaints to Board Members, except those containing a clear and present threat to safety of persons or property, will not receive Board attention, discussion or response and will not result in directives to the administration.

11. RESPONSE TO SIGNED LETTERS

- A. The MISD Board of Trustees encourages input. A signed letter will be forwarded to Superintendent and a response using standard format will be sent by the Board Member. The Superintendent will respond and send copy to full Board.

12. REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed and updated as needed annually at a Board meeting.

13. TRAVEL

Legitimate expenses incurred by Board Members while traveling on official school business shall be reimbursable consistent with Board policy and state and federal laws. Specific requirements for reimbursements include, but are not limited to the following:

- A. No alcoholic beverages.
- B. No spouse, children, or other family member expenses.
- C. Board Members may attend conferences as follows: 2 in-state, 1 out-of-state conference; additional conferences may be attended by approval of the Board.
- D. Meals, hotel, travel, rental car, parking, registration, and other reasonable expenses are allowable.

14. TECHNOLOGY ACCEPTABLE USE & ELECTRONIC COMMUNICATIONS

Access to the District's technology resources, including the Internet, shall be made available to Board Members primarily for official duties and in accordance with administrative regulations.

- A. A Board Member shall be required to acknowledge receipt and understanding of the user agreement governing use of the District's technology resources and shall agree in writing to allow monitoring of their use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.
- B. Electronic mail transmissions and other use of the District's technology resources by a Board Member shall not be considered private. The Superintendent or designee shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.
- C. The District shall not be liable for a Board Member's inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, and costs incurred. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.
- D. A Board Member shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See BBE, CPC]

15. SOCIAL MEDIA GUIDELINES

Social Media can be a positive tool for fostering Board/Community engagement with the School District. However, Board Members must operate within these guidelines when they are communicating online about school district business.

- A. Clarity you are communicating as an individual member of the board and not an official district spokesperson.
- B. Avoid deliberating school district business with a quorum of the Board.
- C. Complaints or concerns presented online shall be directed to the appropriate administrator.
- D. Avoid posting content that indicates that you have already formed an opinion on pending matters before the Board.
- E. Ask for community input to be provided through appropriate channels.
- F. Post only content the District has already released to the public.
- G. When attempting to restate what happened at a previous board meeting, clarify that the posting is not an official record of the board meeting and share only information from the open portions of the meeting.
- H. Conduct yourself online in a manner that reflects well on the district.
- I. Do not post anonymously about school business.
- J. Immediately report harassing or defamatory communications to the Superintendent if they involve school officials, staff, students, or district business.
- K. Retain electronic records—including your own posts and content others post to your account—when required to do so by the district's records retention policy.
- L. Immediately report to the district any potential breach if you lose control or possession of a district-issued or personal electronic device on which confidential district records could be accessed.
- M. Comply with the district's acceptable use policy when using district-issued devices or technology resources, including district Internet access on a personal device.

16. COMMUNICATION

The Superintendent will:

- 1. Communicate with Board Members promptly and effectively.
- 2. Inform the Board prior to critical information becoming public; apprise all Board Members in a timely manner of any major incident or one in which they may be called on to answer or explain.
- 3. Distribute information fully and equally to all Board Members.
- 4. Provide periodic Board Updates communicating to the Board on pertinent information (may be in the form of weekly communications sent to staff, small group meetings, etc.).
- 5. Provide requests for additional information through a Board update, special report, Board agenda items, or as a Board workshop.
- 6. Communicate with individual Board Members to determine if concerns exist prior to a possible problem developing and respect the right to disagree with each other.

Board Members will:

- 1. Communicate a common vision.
- 2. Communicate directly with the Superintendent whenever a question or concern is raised by a staff member, student, parent, or community member.
- 3. Contact the Superintendent whenever contacted by the media regarding an incident, event, or agenda item.
- 4. Communicate proactively with the Superintendent to address questions and/or concerns about agenda items and policy issues.
- 5. Communicate one-on-one with the Superintendent when an individual concern arises; not allowing a matter to fester.

Superintendent/Board Communication Rubric Examples (not intended to be an exhaustive list):

Immediate Notification

Active Shooter
School Closure or Delay
Evacuation of Campus
Public/Newsworthy Event
High Profile Resignation
Death of Staff or Student
Bus Accident / EMS on Campus

24-48 Hour Notice

Personnel / Administrative Leave

Weekly Notification (Board Update)

Policy Updates/Changes
Updates on Personnel Issues
Updates on Finance / Operations
Dates & Information on Upcoming Events
Threat Assessment Reports

Emergency Meeting

Act of God—Natural Disaster (Policy)
**Urgent Public Necessity (Policy)

**an emergency or urgent public necessity exists only if immediate action is required because of an imminent threat to public health and safety or a reasonably unforeseeable situation. A board shall clearly identify the emergency or urgent public necessity for each item in the notice of an emergency meeting per Board Policy BE (LEGAL)