



BURKBURNETT
Independent School District
Proud Member of Team Sheppard AFB

BOARD OF TRUSTEE

OPERATING PROCEDURES
AND
REFERENCE MANUAL

Purpose: This manual was assembled to provide Trustees, or any concerned citizen with a reference manual on how the Burkburnett ISD Board of Trustees operates. While every attempt was made to ensure accuracy, any dispute in policy is governed by the official Board Policy Manual maintained by the Superintendent and available on the district's web site www.burkburnettisd.org under the tab – “District Information.”

**Board/Superintendent Operating Procedures
Burkburnett Independent School District**

	Adopted Procedure or Policy	Revised Procedure Date
Ethics		
Board Members Ethics	10/26/2006	
Team Operations		
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	10/26/2006	
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22). Selection of timing and activity for annual teambuilding session and assessment of team continuing education needs		
23). Annual board review and establishment of goals		
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25). Procedures for board travel and training opportunities		
(26 through 29 intentionally left blank)		

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30). Establishment of district vision, mission and annual goals		
31). Board's approval of annual goals		
32). Board's approval of district/campus performance objectives		
33). Board's review of district/campus improvement plans		
34). Board's review of the district's progress towards accomplishment of goals		
35). Board's review of instructional programs - TO BE DETERMINED		
36). Board's review of programs other than instructional programs - TBD		
37). Development and adoption of district budget (full cycle calendar)		
38). Development of Board Report Card - TBD		
(39 intentionally left blank)		
Policy	10/26/2006	
40). Review of district policies		
41). Development of district policies		
(42 through 49 intentionally left blank)		
Personnel	10/26/2006	
50). Evaluation of Superintendent (full cycle)		
51). Board members' concerns about the superintendent's professional performance		
52). Hiring of personnel other than the superintendent		
53). Board hearings of employee grievances		
54). Board members' concerns about the performance of employees other than the Superintendent		
(55 through 59 intentionally left blank)		

Ethics

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

EQUITY IN
ATTITUDE

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

TRUSTWORTHINESS
IN STEWARDSHIP

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

HONOR IN
CONDUCT

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

INTEGRITY OF
CHARACTER

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

COMMITMENT TO
SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

STUDENT-
CENTERED FOCUS

- I will be continuously guided by what is best for all students of the District.

Communications

1). Questions about the Agenda

Procedures:

- 1). Board Member will direct Agenda related questions to the Superintendent or the appropriate staff member prior to the Board Meeting.
- 2). If the requested information is not available, the Superintendent shall inform the Board Member prior to the start of the meeting.
- 3). If the Board Member is unsure of which staff member would be able to answer questions, the Board Member shall seek the advice of the Board President or Superintendent.
- 4). Requests for additional materials relating to regular Board Meeting Agenda items shall be made at least two (2) business days prior to the day of the Board Meeting.
- 5). If staff feels that a request for additional information or materials is not readily available, would interfere with District operations or cannot reasonably be prepared before the Board meeting, the Superintendent or designee will notify the requesting Board Member and the Board President.
- 6). 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.
- 7). If a Board Member has requested information or materials, and the request has been denied or delayed in such a manner that the Board Member feels that he/she will not be able to make an informed decision, the request will be placed on the agenda as an Executive Session item posted as “Consideration of the Duties of a Public Officer”.
- 8). If the Board determines that the request should be honored, the Board and the Superintendent will determine the appropriate time line for presentation to the Board Members and the Agenda item will be pulled from the agenda.

Nothing in this operating procedures shall be construed to limit a Board Member’s ability to ask questions during the Board Meeting.

Related Policies:	BE(LEGAL) BDB(LOCAL)	BE(LOCAL) BJA(LOCAL)	BDB(LEGAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

2). Team Member communication between meetings

Procedures:

- 1). The Superintendent will communicate with all Board Members weekly via the Board information packet and the Sharepoint folder with information that will include, but not be limited to:
 - A). District Events
 - B). Progress reports: District goals, Board directives, other information timely and relevant.
 - C). Board agendas and back up information as required.
 - D). Information or reports requested by a Board Member
- 2). The Superintendent will communicate requested information to all Board Members in a reasonable time without interfering with the regular conduct of District business.
- 3). The Superintendent will distribute to all Board Members any information requested for the Board by the Board President or a Board Member.
- 4). Board members may communicate with other individual Board members of 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.
- 5). 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.
- 6). Board Members who wish to share information relevant to District business or issues before the Board may relay the information to the Board President or Superintendent for placement on the Board Agenda or, if appropriate, distribution to all Board members in the weekly Board information.
- 7). The Superintendent will, via e-mail, release significant information including News Releases to the Board Members as expediently as possible.

Related Policies: BE(LEGAL) BJA(LOCAL)
Date Approved:
Date Revised:

Board/Superintendent Operating Procedures

3). Board member requests for information other than agenda items

Procedures:

- 1). Board Member will direct their individual requests for detailed or sensitive non-agenda information to the appropriate staff member via e-mail while copying the request to the Superintendent and Board President.
- 2). Information requested by one Board member shall be provided to all Board Members at the same time.
- 3). If the requested information is deemed not readily available or a satisfactory time line cannot be negotiated and the Board Member wishes to proceed, the request will be placed as an Executive Session item posted as “Consideration or the Duties of a Public Officer” on the next Board meeting agenda to determine the Board’s desire for the information
- 4). If the Board determines that the request for information should be honored, it will determine with the Superintendent, an appropriate time line for presentation of the information to all Board Members. That determination will be made at the same meeting that the Board directs the development of the requested information.

Related Policies: BBE(LOCAL) BBE(LEGAL) BJA(LOCAL)
Date Approved:
Date Revised:

Board/Superintendent Operating Procedures

4). Board member contact with campuses

Procedure:

- 1). Board Members are encouraged to visit any campus.
- 2). As a courtesy, Board Members will inform the campus Principal and the Superintendent's Office of any visit 24 hours in advance of the visit whenever possible, unless the Member is attending a function to which he/she has been invited.
- 3). Board Members must check in at the Principal's office following district guidelines, and must have their identification badge visible.
- 4). All visits are to be escorted or directed by a staff member designated by the principal.
- 5). Board members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
- 6). Board Members will not assume a supervisory role with staff or students.
- 7). Board Members will not assume a participator role with staff or students unless specifically requested by campus staff.

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

Related Policies: BEE(LOCAL) GKA(LEGAL)-P GKA(LOCAL)
Date Approved:
Date Revised:

Board/Superintendent Operating Procedures

5. Board member responses to community or employee complaints

Procedure:

- 1). Listen respectfully and remain impartial.
- 2). Ask if the complainant has followed the District’s procedures and /or chain of command.
- 3). If the complainant does not know the procedures or chain of command, provide the following information:
 - A). The complainant must first speak with the appropriate staff member. If not satisfied then...
 - B). The complainant must go to the appropriate administrator in charge of the campus or department where the concern arose. If not satisfied, then...
 - C). The complainant must contact the appropriate Central Office administrator. If not satisfied, then...
 - D). The complainant will conference with the Superintendent or designee.
- 4). The Board Member will inform the Superintendent if an issue has advanced to or beyond Step B, and will include the nature of the complaint, the complainant and to whom the complainant has been referred.
- 5). The Superintendent will inform the Board Member of the resolution of any referred issue.

* This policy shall not be construed to apply to complaint alleging criminal activity.

Related Policies:	BED(LOCAL)	CKE(LEGAL)	DGBA(LOCAL)
	DGBA(LEGAL)	DNA (LEGAL)	DNA(LOCAL)
	EFA(LOCAL)	FNG(LOCAL)	FNG(LEGAL)
	GF(LOCAL)		
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

6). Board member communication with the media

Procedures:

- 1). The Board President or designee shall be the official spokesperson for the Board to the media on issues of media attention that require a response from the Board
- 2). The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.
- 3). The Board President may make statements on behalf of the Board only on actions or positions upon which the Board has taken official action, unless an emergency or public necessity exists.
- 4). Subject to paragraph 7, a Board Member who receives a call from the media requesting information, comments, or an interview regarding District business will direct the caller to the appropriate staff person in charge of public information, who will notify the Superintendent of the call.
- 5). The Superintendent will notify the Board, through the weekly information packet, of any media requests. If the matter is urgent, the Superintendent will notify the Board President who will notify each Board Member via phone or e-mail, whichever is more practical.
- 6). Statements shall not be made to the media regarding personnel or other matters protected by law.
- 7). 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.
- 8). In speaking as an individual, the Board Member should:
 - A). Clarify that he/she is speaking as an individual and not for the Board of Trustees.
 - B). Remind the media representative(s) that official statements of the Board are made only by the Board President (or his/her designee).
 - C). Remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.

Related Policies: BBF(LOCAL) BJA(LOCAL) GBBA(LOCAL)
Date Approved:
Date Revised:

Board/Superintendent Operating Procedures

7). Board member communication with the community

Procedures:

- 1). Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, Board Members are expected to:
 - A). Listen politely and respectfully.
 - B). Relay information about the District in a positive and truthful manner.
 - C). Refer questions about specific District activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
- 2). The Board of Trustees encourages community input, but will not respond or act on the basis of anonymous calls, letters or e-mails unless the communication pertains to criminal, health or safety issues.
- 3). Signed letters to the Board of Trustees, an individual Board Member or the Superintendent will be forwarded to the Board President or Superintendent for inclusion in the weekly information packet, with a notation of any action taken, if the letter is not of a confidential or personal nature.
- 4). A Board Member retains the right to speak 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.
- 5). In speaking as an individual, the Board Member should:
 - A). Clarify that he/she is speaking as an individual and not for the Board of Trustees.
 - B). Should remind media representative of any position or action that the Board has officially taken related to the issue in question.

Related Policies:	BBF(LOCAL)	BJA(LOCAL)	GBA(LEGAL)
	GBA(LEGAL)	GBBA(LOCAL)	
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

8). E-mail protocol

Procedure:

- 1) Board members are encouraged to respond to e-mails from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests.
- 2.) A member retains the right to respond to e-mails as an individual but must understand that such communication may be interpreted by the reader as being an “official” statement of the Board. The member should:
 - A). Clarify that he/she is responding as an individual and not for the Board.
 - B). Remind the reader of any position or action the Board has officially taken on the subject.
- 3). Members are encouraged to share e-mails they receive with the rest of the Board if:
 - A). The e-mail is not of a personal or confidential nature.
 - B). It is not obvious that the sender has copied the rest of the Board members on e-mail
 - C). The Board does not engage in any conversation or action which would violate the Texas Open Meetings Act.
- 4). Board members will not respond to anonymous e-mails unless the communication pertains to criminal, health or safety issues. Any such e-mails will be forwarded to the Superintendent for action and copied to the rest of the Board for information.
5. If a Board member receives an e-mail which they perceive to be of a threatening nature they will forward the e-mail to the Superintendent for action and the rest of the Board for information.

Related Policies:	BBF (LOCAL)	GBA(LEGAL)	GBA(LOCAL)
Date Approved:			
Date Revised:			

Meetings

10). Preparation of the agenda

Procedures:

- 1). Agendas are drafted by the Superintendent in consultation with the Board President, but final approval for the agenda is the sole authority of the Board President.
- 2). Any Board Member may request that a subject be included on an agenda for a Meeting. That request shall be forwarded to the Board President and Superintendent by 10th day of the month of the Regular Board Meeting. The Board President shall ensure that any topics the Board or individual Trustees request to be addressed shall be on that agenda or scheduled for deliberation at an appropriate time in the near future. The President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee’s specific authorization.
- 3).No item can be placed on the Board Meeting agenda less than seven (7) calendar days in advance of the meeting unless delay in acting or discussing the added item could seriously affect the operation of the District.
- 4). No item can be placed on the Board Meeting Agenda less than 72 hours in advance of the meeting unless an emergency or urgent public necessity exists.
- 5). Board Members who have questions about a particular Board Meeting Agenda item will follow the “Board Member Preparation for Board Meetings” operating procedure.
- 6). The Superintendent shall be sure that adequate back up materials are provided for each Board Meeting Agenda item and the information will be relayed to Board Members at least (5) calendar days prior to the meeting. The information may be relayed in the weekly packets or on Sharepoint unless an emergency or urgent public necessity exists which would not permit the five (5) day notification.
- 7). For contracts placed on the Agenda for approval, the Superintendent shall be sure that the contract to be considered is included with the Agenda materials, as well as a matrix of other contracts that were considered.
- 8). For major action items, a Comprehensive Decision Form will be included with the backup materials.
- 9). The Board may, by consensus, remove an item from the agenda if sufficient back up materials are not provided in a timely manner, unless an emergency or urgent public necessity exists.
- 10). The total time allotted for presentations made at Board Meetings shall not exceed thirty (30) minutes and exact presentation materials must be presented to Board Members prior to the Meeting.
- 11). The Consent Agenda shall be limited to:
 - A). Approval of Minutes
 - B). Approval of Gifts
 - C). Acceptance of Grants
 - D). Other items agreed to by the Board
- 12). Regular meetings of the Board will begin at 7:00 p.m. and shall be held on the fourth Monday of the month. No agenda item will be taken up after 10:30 p.m. unless a majority of the Board Members present consents.

Related Policies:	BE(LEGAL)	BE(LOCAL)	BEC(LEGAL)
	BJA(LOCAL)	BEC(LOCAL)	BED(LEGAL)
	BDA(LEGAL)	BDA(LOCAL)	BJA(LEGAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

11). Board member preparation for meetings

Procedures:

- 1). 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 delivered ten (10) days in advance in the case of Regular meetings and three (3) days in advance for Pre-Agenda meetings. Items not available when the Agenda is electronically posted and/or delivered will be electronically posted or delivered in the weekly packet immediately prior to the meeting.
- 2). Board Members will read and study the packet prior to each meeting.
- 3). Board Members will direct Agenda related questions to the Superintendent or appropriate staff member, according to Operating Procedure #1, and at least four (4) hours before the meeting. If the information is not available the Superintendent will inform the Board Member prior to the beginning of the Board meeting.
- 4). By consensus of the Board, an item may be pulled from the agenda if sufficient information is not provided in a timely manner.

Related Policies:	BE(LEGAL)	BE(LOCAL)	BDB(LEGAL)
	BDB(LOCAL)		
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

12. Board member participation during meetings/public forums

Procedures:

- 1). All Board members are expected to conduct themselves professionally and ethically during all meetings and public forums. Examples of behavior that will not be tolerated are rude remarks, interruptions, yelling, name calling and disrespectful verbal or body language.
- 2). During posted meetings, all members will conduct him/herself according to Roberts Rules of Order, Newly Revised.
- 3). 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 the meeting. If a majority of the Board disagrees with the adjournment then the meeting must continue, however the offending member may be ejected for the remainder of the meeting if the rest of the Board unanimously agrees.
- 4). Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject and should be encouraged.

Related Policies: BE(LEGAL) BE(LOCAL) BEC(LEGAL)
Date Approved:
Date Revised:

Board/Superintendent Operating Procedures

13). Member participation in discussion, debate and voting

Procedures:

1. Roberts Rule of Order, Newly Revised is the parliamentary procedure adopted in Policy by this Board; meetings, motions and debate shall follow these guidelines.
2. All members are expected to conduct themselves with professionalism, respect and integrity and according to Operating Procedure #12, “Member participation during meetings/public forums”.
3. The President, or chair, of a meeting will recognize any member who wishes to speak on a subject. Members will not be allowed to speak a second time until every member who wishes to participate has spoken once.
4. Each member will be allowed three (3) minutes to ask questions or comment before he/she must yield the floor to another who wishes to speak. A Trustee may elect to yield his/her time to another Trustee.
5. Debate and discussion must continue until such time as each Trustee 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.
6. Questions or comments must always be germane to the current agenda item.
7. No member shall 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.
8. No member will criticize any other member with regard to his/her questions, discussion or vote.
9. Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote. Members abstaining from voting must briefly state their reason for the abstention.

Nothing in this operating procedures shall be construed to limit a Board Member’s ability to ask questions during the Board Meeting.

Related Policies:	BE(LEGAL) BDB(LOCAL)	BE(LOCAL) BJA(LOCAL)	BDB(LEGAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

14). Member responses to inquiries about closed/executive session

Procedures:

- 1). Given the legal and sensitive nature of closed/executive sessions, the members of the Board understand that the law requires that all such sessions are strictly confidential.
- 2). 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 a closed/executive 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.
- 3). If individual Board members are pressed for information regarding closed/executive 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 or Superintendent.

Related Policies: BE(LEGAL) BE(LOCAL) BEC(LEGAL)
Date Approved:
Date Revised:

Board/Superintendent Operating Procedures

15). Participation by people other than team members in closed/executive sessions

Procedures:

- 1). No person other than the Board of Trustees and the Superintendent is entitled to attend or participate in closed/executive sessions.
- 2). 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.
- 3). Any Board Member may request consultation with a specific person or group for a matter duly posted for closed/executive session. A Board Members shall make such a request to the Board President or designee, who will work with the Superintendent to arrange for participation as requested.
- 4). The Superintendent may be prohibited from participating in closed/executive sessions where the Board may be considering any aspect of his/her employment or job performance.
- 5). Participation by people other than the team members shall not conflict with the Texas Open Meetings Act or any other applicable provisions of the law.
- 6). In the event any persons other than the Board and Superintendent participate in Closed/executive sessions, the Superintendent and the Board shall ensure that the participant(s) are aware of the limitations placed on disclosure of the content of the discussion occurring in closed/executive session.

Related Policies:	BEC(LEGAL) DLL(LOCAL)	BE(LEGAL)	BE(LOCAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

16). Board reorganization/Election of Officers

Procedures:

- 1). The Board President will duly call a special meeting to certify the results of any election for the Board of Trustees. The notice of the meeting shall contain a provision for an Executive Session for the purpose of reconstituting the Officers of the Board.
- 2). During the executive session, the Board may only consider nominations of members members for officers' positions.
- 3). When reconvened in open session, the Board will consider nominations of members for officers and will vote for each office in turn.
- 4). Board members will not circumvent the Texas Open Meetings Act by attempting to solicit support for individuals for any office.
- 5). Newly elected officers will assume responsibility for their office immediately upon the adjournment of the special meeting.
- 6). In the event of a vacancy in an Officer's position the board may, by a majority vote at any duly called meeting, fill the vacancy.
- 7). The outgoing President will be expected to help ease the transition for the new President by serving as a mentor and being available to assist the President when called upon.

Related Policies:	BE(LEGAL) BDAA(LOCAL)	BE(LOCAL)	BDAA (LEGAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

17). Selection and operation of board committees

Procedures:

- 1). The Board President, in consultation with the Superintendent, shall determine the nature, duties and composition of all standing Board committees. The Board President shall assign the chairmanship of each committee in June of each year.
- 2). Board Committees may function as Committee of the Whole if that is the desire of the Board Members and if the meetings are posted in compliance with the Texas Open Meetings Act.
- 3). Agendas for posted committee meetings are developed by the Superintendent in cooperation with the committee chairman and the staff member assigned to the committee.
- 4). For posted committee meetings:
 - A). No Board member may request an item to be added to the committee agenda less than 72 hours in advance of the meeting, unless an emergency or public necessity exists.
 - B). Any committee meeting agenda item added to the agenda after the original Posting shall be done in accordance with state laws.
- 5). The Superintendent will ensure that each Board member receives a copy of the agenda and all related information to allow for an informed decision. The materials/information must be supplied to each Board member at least three (3) days prior to a committee meeting.
- 6). For all posted committee meetings, the Superintendent will ensure that each Board member who does not attend a particular meeting will receive the minutes and a copy of all materials distributed at that meeting.
- 7). Action may be taken at any committee meeting on an item which is properly posted according to state law and at which a quorum of the Board is in attendance.
- 8). Any committee which includes less than a quorum of the Board and serves in a purely advisory function with no power to control public business is not subject to the Texas Open Meetings Act. Such committees may make recommendations to the Board but may take no action.

Related Policies:	BE(LEGAL)	BE(LOCAL)	BEC(LEGAL)
	BED(LEGAL)	BED(LOCAL)	BJA(LEGAL)
	BJA(LOCAL)	BDAA(LEGAL)	BDDAA(LOCAL)
	BBE(LEGAL)	BBE(LOCAL)	BDB(LOCAL)
	BDB(LEGAL)		
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

18). Preparation of Annual Board Calendar

Procedures:

- 1). No later than May of each year, the Board President, in cooperation and consultation with the Superintendent, shall develop the Board’s annual calendar of Regular and Pre-Agenda Board meetings. The calendar shall be posted to the District’s website after it has been approved by the Board.
- 2). No later than August 1st of each year, the Board President or designee(s), in cooperation and consultation with the Superintendent, shall develop the Board’s Annual Calendar. This calendar shall be distributed to the Board for input and approval in August.
- 3). The Board’s Annual Calendar must, at a minimum, include the following:
 - A). Required Board Actions – to include items legally required at specific times, items legally required annually but not at specific times and items required by Board Policy.
 - B). Desired Board Actions – to include progress/results reports on goals, plans or initiatives, curriculum reports, operational reports and policy reviews.
 - C). 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.
- 4). The attached sample shall serve as a template for the Annual Board Calendar.
- 5). Board Committee meeting dates shall be included in the Annual Board Calendar.
- 6). The Annual Board Calendar may be modified at any time by consensus of the Board.
- 7). When published, items that fall under “C” in paragraph 3 shall be visually distinguishable from items which fall under “A” and “B” in paragraph 3.
- 8). The Superintendent shall ensure that all necessary information to meet the Calendar’s timelines shall be delivered to the Trustees in compliance with Operating Procedure #10 or in the weekly information packet as necessary.

Related Policies:	BE(LEGAL)	BE(LOCAL)	DCB(LEGAL)
	DBC(LOCAL)	DCE(LEGAL)	DNB(LEGAL)
	EB(LEGAL)	EB(LOCAL)	BDAA(LEGAL)
	BDAA(LOCAL)	BJDC(LEGAL)	BJCD(LOCAL)
	BQ(LEGAL)	BQ(LOCAL)	BQA(LEGAL)
	BQA(LOCAL)	BQB(LEGAL)	BQB(LOCAL)
	BR(LEGAL)	CE(LEGAL)	CE(LOCAL)
	CFA(LEGAL)	CFC(LEGAL)	
Date Approved:			
Date Revised:			

Board Development

Board/Superintendent Operating Procedures

20). New member orientation

Procedures:

- 1). 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 within two weeks of the date a new Board Member takes the Oath of Office.
- 2). 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.
- 3). If more than two additional Board members participate in the orientation at one time, the orientation will be conducted in accordance with the Texas Open Meetings Act.
- 4). The orientation must include but will not be limited to:
 - A). Board/Superintendent Team Operating Procedures and Board Policies
 - B). Superintendent’s overview of District Administrative Organization
 - C). Board President’s overview of Board committee structure.
 - D). Training to access District Electronic Communications and Sharepoint
 - E). Budget
 - F). Texas Open Meetings Act laws
 - G). District goals
 - H). Requirements for ongoing Board Member education and opportunities
 - I). Board’s annual calendar and briefing of upcoming events
 - J). Expense reimbursement procedures

Related Policies: BBD(LEGAL) BBD(LOCAL) BBD(EXHIBIT)
Date Approved:
Date Revised:

21). District leadership team transition process

Procedures:

- 1). This operating procedure shall relate to the transition of Officers of the Board , Board committee chairmen and the placement of new members of the District’s senior staff.
- 2). For the transition of Officers of the Board and committee chairs:
 - A). 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 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.
 - B). The immediate past President, if still a board member, shall personally meet with the newly elected 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 President shall act as a mentor when asked, but shall take care not to “preside” from his/her board seat.
 - C). The immediate past President and the newly elected President shall 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.
- 3). When new members of the District’s senior staff are employed or placed, the Superintendent shall 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 shall be for introductions and to review the Board’s mission and goals, board policies and operating procedures.
- 4). Where a new board committee chair, or staff liaison to a board committee, may be assigned the Board President and Superintendent shall arrange, as soon as is practical, 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.
- 5). All activities proscribed in this Procedures shall comply with the Texas Open Meetings Act.

Related Policies:	BDB(LEGAL)	BDB(LOCAL)	BBE(LOCAL)
	BDAA(LEGAL)	BDAA(LOCAL)	
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

22). Selection of timing and activity for annual teambuilding session and assessment of team continuing education needs.

Procedures:

- 1). Each year, in July, the Board President or designee will work with the Superintendent to find potential dates for the annual teambuilding session. The Superintendent shall place an item on an agenda for a duly called meeting, either in July or August or each year, to obtain Board consensus for the date and activity.
- 2). Understanding that the required annual teambuilding activity must be one of benefit to the members, the Board President or designee shall present options for activities as well as solicit input from the members. The activity, and any people other than the team who might be involved, must be approved by a majority of the members at a duly called meeting in July or August of each year.
- 3). Changes to date (s) or activities is permissible with a consensus of the Board.

Related Policies:	BE(LEGAL) BDB(LOCAL)	BE(LOCAL) BJA(LOCAL)	BDB(LEGAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

23). Annual Board review and establishment of goals

Procedures:

- 1). Each year, no later than September 30th, the Board shall meet in a workshop setting to evaluate its performance for the previous year and to set Board goals for the coming school year.
- 2). 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.
- 3). The Board shall evaluate its effectiveness in the following areas:
 - A). Working as a team with the Superintendent
 - B). Setting clear Board educational and professional growth goals for the academic year.
 - C). Approving a yearly budget that supports the educational and professional growth objectives for the year while respecting the taxpayer.
 - D). Complying with state, federal and local laws as well as Board policies.
 - E). Communicating effectively and honestly with the community and the media.
 - F). Developing capacity and leadership among the Board, the staff and the community.
 - G). Maximizing training and growth opportunities for all Board members while meeting State requirements for continuing education.
 - H). Use of Board committees to enhance the work of the Board and support the Board and Superintendent goals.
 - I). Assessing community/patron satisfaction with BISD.
 - J). Working with the community to enhance the quality of education and the reputation of BISD.
 - K). Working with administration and staff to enhance the professional experience and work environment for all BISD employees.
 - L). Each member's ability to work with one another in a respectful, professional and ethical manner to achieve the Board's goals.
 - M). Understanding and respecting the role of the Board, the Superintendent, the staff and the community.

Related Policies:	BBD(LEGAL) BF(LEGAL) BJA(LOCAL)	BBD(LOCAL) BF(LOCAL)	BBF(LOCAL) BJA(LEGAL)
Date Approved:			
Date Revised:			

24). Board members’ concerns about another board member’s performance

Procedures:

- 1). 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:
 - A). The concerned member shall have a private conversation with the member in order to work out the differences or resolve the issue(s).
 - B). If the concern (s) remain, the member shall meet privately with the Board President and outline the specific issue (s). The President and the complainant will meet with the member and attempt to resolve the issue(s).
 - C). If the issue is still not resolved, the complainant will conference with the Board President and the Superintendent (or Superintendent’s designee) to develop a plan of action to resolve the concerns.
- 2). When a member with concern(s) about another member’s performance has gone through the steps outlined in #1 and the issue(s) remains unresolved the concerned member will, through the Board President, request that an item be placed on a regularly scheduled agenda as an Executive Session item posted as “Consideration of the Duties of a Public Officer”.
- 3). Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.
- 4). No action may be taken which would conflict with the Texas Open Meetings Act.

Nothing in this operating procedure shall be construed to limit a Board member’s constitutional rights.

Related Policies:	BBC(LEGAL)	BEC(LEGAL)	BE(LOCAL)
	BE(LEGAL)	DBD(LOCAL)	CAA(LOCAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

25). Procedures for board travel and training opportunities

Procedures:

- 1). All board member travel, paid for by BISD, shall have direct benefit on the Board Member's ability to perform as an effective Board Member and shall be approved by the Board of Trustee's.
- 2). Each Board Member shall inform the Board and Superintendent of the conferences and training opportunities in which he/she desires to participate.
- 3). A Board Member, at the Member's request, shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business at the request of the Board, and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.
- 4). Payment for authorized and documented travel expenses shall be made in accordance with legal and local requirements.
- 5). Following the completion of travel, a Board Member may submit a "Request for Travel" form, with receipts for allowable expenses attached, to the Superintendent's office for reimbursement.
- 6). The Board will budget for travel for all Board Members to the annual TASB and NASB conferences. If funds permit, reimbursement for other travel or training opportunities by Board Members may be allowed if preapproved by the Board.
- 7). Frugality will be honored when making travel arrangements.

Related Policies:	BBG(LEGAL) DEE(LOCAL)	BBG(LOCAL)	DEE(LEGAL)
Date Approved:			
Date Revised:			

Planning

Board/Superintendent Operating Procedures

30). Establishment of district vision, mission and annual goals

Procedures:

- 1). In January of each year, the Board shall conduct a workshop session to establish the district’s vision, mission and annual goals for the next school year.
- 2). In order to fulfill the obligations imposed by this procedure, the Board shall utilize the district improvement plan for the next school year. In addition, the Board shall utilize the framework delineated in Board Policy BBD(Exhibit) and any other data or information the Board deems necessary.
- 3). The district’s vision, mission and goals established by the Board shall, at a minimum, include annual goals for the following:
 - ⇒ Safety
 - ⇒ Academics/Curriculum, to include the District’s 5 Year Educational Plan
 - ⇒ Facilities, to include the District’s long term Facilities Plan
 - ⇒ Technology, to include the District’s long term Technology Plan
 - ⇒ Extracurricular Activities
 - ⇒ Staffing
- 4). The Board may, at its discretion, review the annual goals at any time.
- 5). The Board’s vision, mission and goals will serve as a guide for the administration in preparing the district’s budget.

Related Policies:	AF(Exhibit) BAA(LOCAL)	BBD(LOCAL)	BBD (Exhibit)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

31). Board’s approval of annual goals

Procedures:

1). The Board meeting agenda for the January regular board meeting shall include an action item for the Board to vote on the annual goals established in accordance with Procedure # 30.

Related Policies:	AF(Exhibit)	BBD(LOCAL)	BBD (Exhibit)
	BAA(LOCAL)		
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

32). Board’s approval of district/campus performance objectives

Procedures:

- 1). The Board meeting agenda for the July regular board meeting shall include an action item for the Board to vote to approve/disapprove the district performance objectives established by the district improvement team.
- 2). The Board meeting agenda for the July regular board meeting shall include an action item for the Board to vote to approve/disapprove the campus performance objectives established by the campus improvement teams.

Related Policies:	AF(Exhibit) BAA (LOCAL)	BBD(LOCAL) BQ(LEGAL)	BBD(Exhibit) BQ(LOCAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

33). Board’s review of district/campus improvement plans

Procedures:

- 1). The Superintendent shall regularly consult the District-Level Planning and Decision-Making Committee in the planning, operation, supervision, and evaluation of the District’s educational program.
- 2). The Superintendent, with the assistance of the DIT, shall prepare the District Improvement Plan by March 1st of each school year.
- 3). The Superintendent and the DIT shall present the District Improvement Plan to the Board for discussion at the first scheduled pre-agenda meeting following March 1st of each school year.
- 4). The DIT shall hold at least one public hearing during each school year to present the AEIS Report and take public input for purposes of providing input into the preparation of the District Improvement Plan.
- 5). The principal of each campus, with the assistance of the campus-level planning committee shall prepare the Campus Improvement Plan by July 1st of each school year.
- 6). The Superintendent shall provide the completed Campus Improvement Plans for each campus to the Board prior to the first scheduled pre-agenda meeting following July 1st of each school year.
- 7). At the first scheduled pre-agenda meeting following July 1st of each school year, the Superintendent will make a report to the Board concerning the evaluation of the CIPs.
- 8). The review dates of the Campus/District Improvement Plans shall be included on the Board’s Annual Calendar.

Proviso: The dates established in this procedure shall be effective August, 2006.

Related Policies: BQ(LEGAL) BQA(LEGAL) BQB(LEGAL) BR(LEGAL)
BQ(LOCAL) BQA(LOCAL) BQB(LOCAL)

Date Approved:

Date Revised:

Board/Superintendent Operating Procedures

34). Board’s review of district’s progress towards accomplishment of goals

Procedures:

- 1). At the pre-agenda board meetings in November, February, and May the Superintendent shall provide the Board with updates that demonstrate the district’s progress regarding the academic goals established and approved by the Board (see Procedures #30 and #31).
- 2). The Superintendent will provide the Board with benchmark testing and other available data to demonstrate progress toward achievement of the academic goals.
- 3). The information provided to the Board regarding academic goals assessment will be presented in a format that is disaggregated by campus, subject matter, and population group. In addition, to the extent possible, the information provided should include year over year comparisons of each grade level as well as longitudinal tracking of students from grade to grade.
- 4). For all other goals established pursuant to Procedures #30 and #31, the Superintendent will provide the Board with an update on accomplishment of the specific goal at the February pre-agenda meeting and at such other times as the Superintendent deems appropriate.

Related Policies:	AF (Exhibit)	BBD(LOCAL)	BBD(Exhibit)
	BAA(LOCAL)	BQ(LOCAL)	BQ(LEGAL)
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

37). Development and adoption of district budget (full cycle calendar)

Policy

40). Review of District Policies

Procedures:

- 1). Because adherence to Board policy is critical, all team members will be required to familiarize themselves with the Policy Manual. The Board President or designee will be responsible for ensuring that each new Board member receives a printed copy of the complete manual at his/her new member orientation.
- 2). A review of policies will be a continuous event, coordinated by the chair of the Board's Policy committee and the staff member assigned. The Policy committee chairman may elect to delegate portions of the process to appropriate Board committees.
- 3). The Superintendent or designee will also be responsible for ongoing review of policies to ensure that existing policies are still relevant to current local circumstances. The Superintendent shall ensure that all District staff have adequate knowledge of the Board Policies.
- 4). LOCAL Policy amendments may be initiated by the Superintendent, Board Members, school personnel or community citizens.
- 5). Regardless of origin, all proposed policy revisions will be reviewed by the Board's Policy committee prior to placement on a Board agenda for consideration. The Superintendent or designee shall be responsible for placing such a revision on an appropriate agenda.
- 6). After adoption, the Superintendent or designee shall be responsible for submitting revisions to TASB for legal review and incorporation into the Board's Policy Manual. If requested by a Board member or the Superintendent, a legal review from TASB may be requested prior to adoption.
- 7). LOCAL policy revisions will be placed for a first and second reading prior to adoption, unless an emergency condition exists which demands an immediate response.
- 8). LEGAL policy updates, which are provided by TASB in response to legislative or governmental actions, shall be reviewed with a first and second reading at duly posted meetings. No action is required as these policies are immediately binding.

Related Policies: BF(LOCAL)

Date Approved:

Date Revised:

Board/Superintendent Operating Procedures

41). Development of District Policies

Procedures:

- 1). 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.
- 2). New LOCAL policies must be adopted by the Board of Trustees at a duly called meeting, following a first and second reading.
- 3). Regardless of origin, any newly proposed policy shall be drafted by the originator and submitted to the Board’s Policy committee chairman.
- 4). All proposed policies will be reviewed by the Board’s Policy committee prior to placement on a Board agenda for consideration. The Superintendent or designee shall be responsible for placing the item on an appropriate Board meeting agenda.
- 5). After adoption, the Superintendent or designee shall be responsible for submitting revisions to TASB for legal review and incorporation into the Board’s Policy Manual. If requested by a Board member or the Superintendent, a legal review from TASB may be requested prior to adoption.
- 6). 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.

Related Policies: BF(LOCAL)
Date Approved:
Date Revised:

Personnel

Board/Superintendent Operating Procedures

50). Evaluation of Superintendent (full cycle)

Procedures:

1. The board shall conduct a comprehensive evaluation of the Superintendent’s annual performance each year, to be completed not less than two (2) weeks prior to the annual anniversary of the Superintendent’s hire date.
2. The board shall use an evaluation document that has general, subjective goals as well as objective, performance related goals. All evaluation criteria should tie to the board’s Mission and goals for academic and overall district performance.
3. At least 6 weeks prior to the annual hiring anniversary, each board member shall be given an opportunity to independently evaluate the Superintendent using the agreed upon evaluation document.
4. It shall be the board President’s responsibility to aggregate the evaluations for presentation to the board during an Executive Session duly posted for that purpose. This presentation shall be at least 4 weeks prior to the Superintendent’s annual hire date.
5. The board shall, by consensus, agree on the final evaluation and present it to the Superintendent.
6. Any action resulting from the evaluation shall be at the sole discretion of the board, and agreed to by a majority of the members, in a manner consistent with the Texas Open Meetings Act.
7. With thirty (30) days of completion of the evaluation, the Board and the Superintendent shall meet and agree upon the specific evaluation criteria to be used for the next year. The board may, at it’s discretion, revise the criteria at any time if a majority of the board concurs.
8. Approximately six (6) months prior to the anniversary of the Superintendent’s hire date, the board will conduct a review of the Superintendent’s performance and progress towards meeting the board’s goals and other evaluation criteria. Any actions or adjustments resulting from this review are at the sole discretion of the board and agreed to by a majority of the board in a manner consistent with the Texas Open Meetings Act.
9. The Board will ensure that the evaluation process and document(s) will follow all local, state and national regulations or guidelines.

Related Policies:	BJCD(LOCAL)	BJA(LEGAL)	BJA(LOCAL)
	BJCD(LEGAL)	BJCD(EXHIBIT)	BJCF(LOCAL)
	GBA(LEGAL)		
Date Approved:			
Date Revised:			

51). Board members’ concerns about the Superintendent professional performance

Procedures:

1. If, at any time, a board member becomes concerned that the Superintendent may have (1) breached any term of the Superintendent’s contract; (2) violated a state or federal statute; (3) violated a Board Policy or Operating Procedure; or (4) failed within a reasonable amount of time to address a specific issue identified by a board member, the following process will 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). The concerned member may elect to bring his/her concerns to the board President instead who will assist in resolving the issue(s).

B). If the concerned member does not feel that the resolution is satisfactory, the member may request, through the President, that an item be placed on a regularly scheduled agenda as an Executive 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 Session.

C). In addition the President may, of his/her own accord, place an item on a regularly scheduled agenda as an Executive Session to discuss concerns about the professional performance of the Superintendent.

2. In the event that an Executive Session is called as outlined in Item 1, the board must listen to the concern(s) and make a determination if the issue raised is truly cause for concern. Failure to make such a determination shall end the Executive Session.

3. If the majority of the board determines that there is a violation or breach of one of the items contained in Item 1, 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 shall monitor the plan for compliance and the results will be made part of the Superintendent’s annual performance evaluation.

D). It shall be the responsibility of the board President to ensure that all documentation relating to performance deficiencies shall be appropriately placed in the Superintendent’s personnel file.

Related Policies:	BJA(LEGAL)	BJA(LEGAL)	BJCF(LEGAL)
	BJCF(LOCAL)	BJCF(EXHIBIT)	
Date Approved:			
Date Revised:			

52). Hiring of personnel other than the superintendent

Procedures:

1. The board, according to law, may only approve or reject candidates brought forth by the Superintendent. The board, individually or collectively, shall not engage in lobbying for specific hiring decisions beyond what the law allows.
2. Board members may not advise the Superintendent on specific hiring decisions unless such input is sought. Board members may, however, assist the Superintendent by identifying individuals with specific professional expertise.
3. Board members should refrain from writing letters of recommendation for any person seeking employment in Burkburnett ISD. Should a board member write such a letter, he/she must abstain from voting on the candidate's hiring.
4. 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.
5. It is the expectation of the Board that CIT teams will be involved in the selection process of the campus principal.
5. Nothing in this procedure shall prevent or in any way limit the ability of the Board or an individual Board member to discuss concerns about specific existing employees with the Superintendent.

Related Policies:	BBFA(LEGAL)	DC(LOCAL)	DCB(LOCAL)
	DCC(LOCAL)	DCD(LOCAL)	DCD(LEGAL)
	DK(LEGAL)	DA(LOCAL)	DBD(LEGAL)
	DBE(LEGAL)	DC(LEGAL)	
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

53). Board hearings of employee grievances

Procedures:

1. Given the serious and delicate nature of employee grievances, each board member is responsible for studying Policy DGBA (Legal & Local), the board policies relating to the process of grievances.
2. All grievance related materials received by a board member must be held in the strictest confidence. A board member shall neither share information from that documentation nor what is heard during the actual grievance proceeding(s).
3. Board members may only consider information that is presented during the grievance process; members will not privately seek out information regarding any grievance. If a board member knows, or learns anything about, a grievance case except what is admitted through the grievance documents that might render him/her unable to hear the grievance impartially, then he/she must tell the Superintendent immediately.
4. Any public statements arising from an employee grievance will be made by the board President.
5. Any trustee who violates that board policy on grievances may be subject to action as outlined in Operating Procedure # 24.

Related Policies:	DGBA(LEGAL)	DGBA(LOCAL)	DG(LEGAL)
	FNG(LEGAL)	FNG(LOCAL)	GF(LOCAL)
	DCD(LEGAL)		
Date Approved:			
Date Revised:			

Board/Superintendent Operating Procedures

54). Board members’ concerns about the performance of employees other than the Superintendent.

Procedures:

1. 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:
 - A). Actions which are illegal
 - B). Egregious violations of Board policy
 - C). Actions which are harmful to the District’s or Board’s reputation.
 - D). Actions as outlines in Operating Procedure # 5.
2. Board members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
3. The Superintendent is obligated to listen to such concerns, review the matter and notify the Board member of the resolution of the matter to the extent allowed by policy and law.
4. When a Board member has concerns about the performance of District employees which relate to employee, student, Board or community safety, the Board member will notify the Superintendent.

Related Policies:	DH(LEGAL)	DH(LOCAL)	DHB(LOCAL)
	DHC(LEGAL)	DHE(LEGAL)	DHE (LOCAL)
	DA(LOCAL)	CAA(LOCAL)	DBD(LOCAL)
Date Approved:			
Date Revised:			

