



BOARD OF TRUSTEES

OF THE

GARLAND INDEPENDENT SCHOOL DISTRICT

OPERATING PROCEDURES

*Approved April 23, 2019*

# TABLE OF CONTENTS

<b><u>TOPIC</u></b>	<b><u>PAGE</u></b>
<b>BOARD GOVERNANCE</b>	4
<b>BOARD MISSION AND GOAL</b>	4
<b>BOARD MEETINGS</b>	4
The Agenda	4-5
Notice to Trustees	5
Closed Meeting	5
Order of Business	5
Rules of Order	5
Voting	5
Consent Agenda	5
Minutes	6
Discussions and Limitations	6
Public Forum	6
Audience Participation	6
Executive Session	6
Complaints and Concerns	7
Board's Response	7
Board's Prerogative to Invite Input	7
Trustees' Participation at Meetings via Videoconferencing	7
Disruption	7-8
<b>COMMITTEES</b>	8
<b>BOARD RELATIONSHIPS</b>	8
Trustees	8
Expressing Concern About A Trustees' Performance	8-9
Assisted Board Dialogue	9
<b>BOARD SANCTIONS</b>	9
<b>ADDRESSING ISSUES INVOLVING BOARD MEMBERS' OWN CHILDREN</b>	10

<b>PERSONNEL</b>	10
Superintendent	10
Evaluation Instrument	10
Written Evaluation	10
Objectives	10-11
Informal Evaluations	11
Avoidance of Micromanagement	11
<b>OTHER PERSONNEL</b>	11
Employment of Contractual Personnel	11
Employment of Non-Contractual Personnel	11
<b>ELECTION</b>	11-12
Board Officer Elections	12
President	12-13
Vice President	13
Secretary	13
<b>DISTRICT COMMITTEE REPRESENTATIONS</b>	13
<b>COMMUNICATIONS</b>	13
Requesting Information Not Related to Agenda Items/Individual	13
Access to Information	13
Limitations	13
Requests for Records	14
Requests for Reports	14
Confidentiality	14
<b>RESPONDING TO COMMUNITY OR EMPLOYEE COMPLAINTS OR CONCERNS</b>	14
<b>TRUSTEES' COMMUNICATIONS WITH THE MEDIA</b>	14
Board Meetings	14
News Releases	15
<b>TRUSTEES' VISITS TO CAMPUSES OR DISTRICT FACILITIES</b>	15

<b>TRAVEL GUIDELINES FOR TRUSTEES</b>	15-16
<b>BOARD DEVELOPMENT AND ADVOCACY</b>	17
Continuing Education	17
New Trustee Orientation	17
Board Member Mentoring Guidelines	17-18
<b>APPENDIX</b>	19
Board Goal	20
Framework for School Board Development (BBD EXHIBIT)	21
Board Legal Status, Powers, and Duties (BAA LEGAL)	25
Trustees: Ethics (BBF LOCAL)	29
Board Meetings (BE LEGAL)	30
Recurring Board Agenda Items	40
Trustees: Training and Orientation (BBD LEGAL)	44
Overview of Continuing Education Requirements for Trustees	48
Board Committee and Organization Appointments	49
New Trustee Orientation Checklist	50

## **BOARD GOVERNANCE**

The Board shall constitute a body corporate and shall have the exclusive power to govern and oversee the management of the public schools of the District. *Education Code 11.051(a), 11.151(b)*  
No Board Member or officer has authority outside the Board meeting.

*Policy Ref: BA (LEGAL)*

## **BOARD MISSION AND GOALS**

The Board shall approve and periodically review the District's mission and goals to improve student performance. The Board must approve Board goals and recurring agenda items calendar for board action items by the end of August. The mission, goals and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4.

*Policy Ref. BQ (LOCAL)*

*(Board of Trustees' Goals are included in Appendix)*

A Retreat and/or Workshop may be scheduled as necessary to develop and/or revise the Board Goals.

## **BOARD MEETINGS**

Scheduled Board meetings shall normally be held on the second and fourth Tuesdays of each month. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board.

The President shall call an emergency meeting when it is determined by the President or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

### **The Agenda**

The deadline for submitting items for inclusion on the agenda is noon of the eighth calendar day before regular meetings and noon of the third calendar day before special meetings.

In consultation with the Board President, the Superintendent and Board Clerk shall prepare the agenda for all Board meetings in a timely manner. The agenda will be reviewed by counsel before posting. Any Trustee may request that a subject be included on the agenda for an upcoming meeting during the "Future Agenda Items", and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.

Board meeting agendas will align with approved recurring board agenda items calendar for efficient Board action unless the Board President and Superintendent agree on other items to be placed on agenda.

Before the official agenda is finalized for any meeting, the Superintendent and Board Clerk shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization. The Superintendent shall ensure that all topics on the agenda have all supportive materials (handouts, PowerPoints, graphs, maps, etc.) included in the official agenda/Board Book. Any questions regarding agenda items should be submitted to the Superintendent as soon as practical prior to the Board meeting so that questions can be practically addressed at the meeting.

### **Notice to Trustees**

Trustees shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

### **Closed Meeting**

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

### **Order of Business**

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Trustees.

### **Rules of Order**

The Board shall observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the Trustees present.

### **Voting**

Voting shall be by voice vote or show of hands, as directed by the President or the presiding officer. When a vote is not unanimous, the presiding officer may poll the Board. Any Trustee may abstain from voting, and a Trustee's vote or failure to vote shall be recorded upon that Trustee's request. [See BDAA (LOCAL) for the Board President's voting rights]

### **Consent Agenda**

A consent agenda shall include topics from the Board Work Session for action and those items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Trustee requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

## **Minutes**

Board action shall be carefully recorded by the Board Clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

## **Discussions and Limitations**

Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as Trustees wish to address themselves to an item under consideration.

*Policy Ref: BE (LOCAL)*

*[Note – Legal requirements for Board Meetings are included in BE (LEGAL) in Appendix. Recurring Board Agenda Items are also included in Appendix.]*

## **Public Forum**

At all regular meetings and work sessions the Board shall schedule time to hear input from citizens. The presiding officer shall limit the amount of time allotted. Persons who wish to participate in this portion of the meeting shall sign up with the Board Clerk before the meeting begins, shall fully fill out the comment cards provided by the District, and shall indicate the topic about which they wish to speak. Trustees should not direct staff to address Public Forum issues during the meeting, nor speak individually to those addressing Trustees during the meeting.

## **Audience Participation**

During the Board meetings, the audience shall not be permitted to enter into discussion or debate on matters being considered by the Board.

No presentation shall exceed three minutes. Delegations of more than five persons shall appoint one person to present their views before the Board. Speaking time cannot be given to nor shared with another speaker.

## **Executive Session**

Trustees can only discuss those items listed on the executive session agenda and as limited by law. Trustees must comply with confidentiality requirements. Trustees who disclose confidential information discussed during closed session violate the Board Member Code of Ethics. Depending upon the nature of the information and the method by which it is released, a Trustee could be held liable for both civil and criminal sanctions. Any Executive Session topics requiring action must be voted on in public session.

*Policy Ref: BED (LOCAL)*

## **Complaints and Concerns**

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA Series

Student or parent complaints: FNG Series

Public complaints: GF Series

## **Board 's Response**

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.

## **Board 's Prerogative to Invite Input**

These guidelines shall not prevent the Board from consulting with persons who have information that is germane to the topics under consideration. Such persons may be invited by the Board and may include attorneys, architects, professional educators, business persons, and patrons.

*Policy Ref: BED (LOCAL)*

## **Trustees' Participation at Meeting via Video conferencing**

Trustees are expected to be in attendance and present at each meeting of the Board. However, state law expressly provides that Trustees may participate via videoconferencing. As such, the Board has determined that each Trustee may participate via Videoconferencing at up to two meetings per district fiscal year. The Trustee wishing to participate via videoconferencing shall provide the Board President and Board Clerk advance notice, at least 24 hours prior to the meeting. Such participation will be done in accordance with the Texas Open Meetings Act and other rules in this area. The Board may continue the meeting without a videoconferencing Trustee if the audio or video connection is lost and a quorum remains at the physical location of meeting. The videoconferencing Trustee shall be considered absent from any portion of the meeting during with the audio or video communication with the Trustee is lost.

Prior to participating in closed executive session by videoconferencing, the Trustee asking to participate remotely shall certify to the Board that he or she is the only person who can hear or see the closed portion of the meeting and that he or she is not recording the closed session.

## **Disruption**

The Board shall not tolerate disruption of the meeting by members of the audience. Attendees shall not bring posters, banners, or other items that might disrupt the meeting. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.



## **COMMITTEES**

The Board President shall appoint Trustees to the following standing committees: Facilities, Finance/Audit and District Affairs Committee BDB (LOCAL). The Board President may use an Agenda Review Committee. (Descriptions of responsibilities need to be completed in accordance to any Board Policy changes on this subjects.

## **BOARD RELATIONSHIPS**

### **Trustees**

Trustees may use mail, email, voice mail, text messaging, fax, phone, special committee meetings or personal contact to communicate with each other individually; however, Trustees shall never meet, talk, text or e-mail in a group large enough to constitute an official meeting, typically four (4) or more. In email or text messaging, "Reply to All" must be avoided. Trustees who wish to disseminate information to the Board as a whole will contact the Board President and carbon copy the Board Clerk and Superintendent prior to distribution to Trustees.

Trustees who participate in social media such as, but not limited to, Facebook, Google+, LinkedIn or Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online Board meeting.

### **Expressing Concern About A Trustees' Performance**

Trustees are encouraged to express concerns about another Trustee's performance. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate. The steps below should be followed:

1. The Board President shall discuss the concern with the Board Member in question on behalf of the reporting Board Member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
2. The President shall remind the Board Member whose behavior is in question about the adopted Code of Ethics and discuss how the questionable behavior does not comply with the Code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Board Member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
3. If the Board Member in question does not believe his or her behavior is in conflict with the Board's Code of Ethics, an Agenda Item specifying "Evaluation of Individual Board Member Performance" may be listed on the Agenda for the upcoming Board Meeting.
4. The matter will be discussed by the full Board in Closed Session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.

If the concern involves the Board President, a Board Member may discuss his or her concerns with the Board Vice President. Generally speaking, when concerned about a Board Member's behavior, Board Members agree the best practice is to:

- Not take concerns about fellow Board Members to the Superintendent
- Not speak about concerns regarding individual members with individuals outside of the Board
- Not speak negatively about another Board Member, Superintendent, or staff in the community
- Follow the four steps

### **Assisted Board Dialogue**

In the event an issue cannot be constructively resolved, the Board may consider engaging a third party outside Facilitator.

## **BOARD SANCTIONS**

- A. Private Censure of Behavior
  1. In the event a Board Member does not change the inappropriate behavior, the Board may choose to censure or sanction the Board Member
  2. The Board may do this privately in a closed session
  3. The censure will consist of a factual statement of:
    - a. The inappropriate behavior of the named Board Member
    - b. The desired behavior
    - c. A statement of agreement by a majority of the Board Members that the behavior is inappropriate
- B. Public Sanction of Behavior
  1. The Board may choose to issue a public sanction, either:
    - a. Concurrently with the private censure
    - b. After the Board Member has still not modified the behavior, even following a private censure
  2. The sanction would consist of a factual statement of:
    - a. The inappropriate behavior of the named Board Member
    - b. The desired behavior
    - c. A statement of agreement by a majority of the Board Members that the behavior is inappropriate
- C. Withdrawal of Resources
  1. The Board may choose to withdraw financial resources from the offending Board Member
  2. Examples might be disallowance of attendance at conventions, seminars, or travel to other districts
- D. Requests for Resignation
  1. Under extreme conditions, the Board may agree to ask the offending Board Member to resign

## **ADDRESSING ISSUES INVOLVING BOARD MEMBER'S OWN CHILDREN**

While Members of the Board of Trustees have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents. Therefore, Board Members should adhere to the following:

1. Board Members should make it clear that they are acting as a parent.
2. Board Members should not request nor accept extraordinary consideration for their own children, or the children of other Trustees.

Board Members will follow the same chain of command as non-Board Members.

## **PERSONNEL**

### **Superintendent**

The Superintendent shall keep Trustees informed of significant District issues as they arise. The Superintendent will respond in a timely and complete manner to Board request for information sent through the proper chain of command. The Superintendent will communicate information to all Trustees in a timely and complete manner, including requests from the Board President. Consistent with BJA (LOCAL), questions submitted to the Superintendent via email or other electronic means should NOT be sent simultaneously to the entire Board. Doing so will constitute an online meeting.

Trustees will keep the Superintendent informed of concerns in a timely manner. It is the Superintendent's job to take action and resolve situations. Trustees should not violate the chain of command, causing disrespect and unclear expectations between Staff, Superintendent, and Board.

*Policy Ref: BJA (LOCAL)*

### **Evaluation Instrument**

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA (LOCAL)] and performance goals and shall be adopted by the Board. There shall be a formative and summative evaluation. The Superintendent's performance goals shall be presented to Trustees for approval, additions and modifications. Each goal shall have measurements to review for summative evaluation and preparation for written document.

### **Written Evaluation**

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

### **Objectives**

The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

1. Clarify to the Superintendent his or her role, as seen by the Board.

2. Clarify to Trustees the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
3. Foster an early understanding among new Trustees of the evaluation process and the Superintendent's current performance objectives and priorities.
4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
5. Ensure administrative leadership for excellence in the District.

**Informal Evaluations**

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

*Policy Ref: BJCD (LOCAL)*

**Avoidance of Micromanagement**

Trustees should avoid personal involvement on the activities the Board has delegated to the Superintendent or that by law are the superintendent's responsibilities. Trustees must not direct staff other than the superintendent, Board Clerk, Internal Auditor and General Counsel.

*Policy Ref: BBF (LOCAL)*

**OTHER PERSONNEL**

**Employment of Contractual Personnel**

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel.

**Employment of Non- Contractual Personnel**

The Board delegates to the Superintendent final authority to employ and dismiss non-contractual employees on an at-will basis.

*Policy Ref: DC (LOCAL)*

**ELECTIONS**

Any legal resident who meets the eligibility requirements in BBA (LEGAL) may become a candidate for membership on the Board. Information regarding the procedures for becoming a candidate may be obtained from the Board Clerk's office.

Each Board position shall be identified by a place number. The application for candidacy shall indicate the place number filed for. The schedule of places and their expiration dates shall be as follows:

POSITIONS 1, 2, & 3            2016, 2019, 2022, 2025, etc.

POSITIONS 4 & 5            2017, 2020, 2023, 2026, etc.

POSITIONS 6 & 7                    2018, 2021, 2024, 2027, etc.

Each place serves a three-year term. Trustees may succeed themselves in office without limit.

*Policy Ref: BBB (LOCAL)*

### **Board Officer Elections**

The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary who shall be members of the Board. Each officer should have completed their annual required continuing education hours on time and/or should have completed one year of board service. In addition, each officer shall commit to attending formal training of the specific officer position.

Any Trustee who seeks to be elected as an officer shall inform the Board President of their intent to be elected as an officer and the specific officer position the Board Member seeks. The Board President or designee will subsequently inform the remainder of the Board. The notification shall be in writing, which can include email, and shall state only the following: I intend to seek to be elected as the Board's President/Vice President/Secretary/Assistant Secretary. In addition, any Trustee can suggest a Trustee for an officer position. The notification of officer intent shall be in writing and submitted at least one month before elections (April). A closed Executive Session discussion will take place at the first Board Meeting in May regarding Trustees who have submitted Board Officer position interest.

The above-referenced changes to Board officer elections are effective immediately.

---

A vacancy among officers of the Board shall be filled by majority action of the Board.

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office without limit. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

### **President**

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Appoint all Board committees, unless otherwise provided by policy or Board consensus. [See BDB]
4. Handle all media inquiries and requests for comment.
5. Mentor new Trustees and provide new Trustee orientation (may be delegated as appropriate).

### **Vice President**

The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Automatically become Board President if a vacancy in that office occurs.

### **Secretary**

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

*Policy Ref: BDAA (LOCAL)*

## **DISTRICT COMMITTEE REPRESENTATIONS**

Trustees are encouraged to serve on a variety of committees and organizations throughout their tenure; or the Board President may solicit Trustees' interest input on their desired committee(s) of preference.

*(See Board Committee and Organization Appointments in Appendix)*

## **COMMUNICATIONS**

### **Requesting Information Not Related to Agenda Items/Individual Access to Information**

An individual Trustee, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.

### **Limitations**

Individual Trustees shall not have access to confidential student records unless the Trustee is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).

### **Requests for Records**

Individual Trustees shall seek access to records or request copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to individual Trustees, the provider shall inform the Superintendent of the records provided.

In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Trustee for 200 or

more pages of material in a 90-day period.

### **Requests for Reports**

Trustees shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.

### **Confidentiality**

At the time Trustees are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements. Information shared by Superintendent to Board in executive session will be kept confidential until Superintendent notifies the Board that information is public.

*Policy Ref: BBE (LOCAL)*

## **RESPONDING TO COMMUNITY OR EMPLOYEE COMPLAINTS OR CONCERNS**

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Trustee, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

*Policy Ref: BBE (LOCAL)*

## **TRUSTEES' COMMUNICATIONS WITH THE MEDIA**

The Board recognizes the responsibility of the news media to provide to the community accurate and timely information concerning the objectives, achievements, needs, and conditions of District schools and their educational programs.

### **Board Meetings**

District officials shall cooperate with news media to ensure complete and accurate coverage of all Board meetings.

### **News Releases**

News releases of a political or controversial nature, as well as those concerning the overall operation of District schools, or the actions, policies, and positions of the District, or that involve more than one campus shall be made only by the Board or Superintendent or designee. The Board President serves as the spokesperson for the Board.

*Policy Ref: GBBA (LOCAL)*

## TRUSTEES' VISITS TO CAMPUSES OR DISTRICT FACILITIES

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Trustees, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. When making an official campus visit, Trustees should wear their name badges or visitors badge and follow all campus check in procedures.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Trustees are encouraged to visit with staff members and learn more about their responsibilities with the district, but are never to give staff orders. If a Trustee has questions concerning performance of district staff, the questions should be directed to the Superintendent. Trustees should notify the school and Superintendent in advance of the visit if at all possible. Remember the chain of command for complaints, concerns and requests from staff members during a visit.

*Policy Ref: GKC (LOCAL)*

## TRAVEL GUIDELINES FOR TRUSTEES

In addition to the requirements in BBG (LEGAL) and (LOCAL), the Board shall submit detailed, itemized receipts for reimbursement relevant to any incurred expenses during the District fiscal year (September 1-August 31). Additionally, the following travel guidelines are agreed upon by Trustees pending any necessary budget considerations:

- ☐ All Trustees may attend the annual state TASA/TASB Convention, and the Board's TASB representative(s) may attend appropriate TASB meetings.
- ☐ All Board members may attend a national conference appropriate for school Trustees. Trustees may attend the Texas School Alliance meetings for Board members.
- ☐ **All Trustees** may attend the North Texas Area Association of School Boards meetings.
- ☐ All Trustees may attend the Region X Education Service Center Board training sessions and/or meetings.
- ☐ Trustees may attend the legislative sessions and/or meetings of the State Board of Education as appropriate.
- ☐ Trustees are able to attend additional state and one additional out-of-state national conference that reflect and/or benefit the diverse student population of the district such as ethnic and equality based conferences per fiscal year.
- ☐ Trustees may attend regional or state UIL activities representing the District, with a maximum of one overnight lodging expense per event.
- ☐ Trustees may attend local breakfast, lunch, or dinner meetings that are education-related or related to Board and/or District business.
- ☐ Hotel stays, when more conducive to participation, are allowable in Dallas or the Dallas/Fort Worth Metroplex.



- The Board Clerk will make and arrange all travel and conference attendance.
- Trustees must submit reimbursement receipts to the Board Clerk within two weeks of travel to ensure expeditious expenditure approvals. Trustees will submit itemized receipts. Mileage reimbursements will also follow rates detailed on the GSA website.

A Board member may receive reimbursement for legitimate business expenses incurred in attending approved continuing education programs in accordance with District policies and procedures and applicable law.

A Board Member who is not seeking re-election shall not attend a national conference appropriate for school Trustees just prior to the end of his or her term, and shall seek Board approval for out-of-state continuing education efforts during the final year of service.

Cancellation of conference registration, hotel and travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board member to notify the Board Clerk of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency.

- The Board will strive to attend a minimum of one of the following events each year as a team, depending on available funding:
  - TASB/TASA Convention
  - TASB Summer Leadership Institute

Board Members are encouraged to submit a summary of any conference sessions or meetings with other elected officials to the Board President and Board Clerk for dissemination to the entire Board.

The aforementioned travel guidelines will be monitored by the Board Clerk. A quarterly report will be submitted to the Board President and Vice President detailing all Trustee travel. Individual Trustees will also receive their travel report disseminated by the Board Clerk copying the Board President and Vice President. These travel guidelines apply to Trustees per fiscal year (September 1-August 31). Violations of said guidelines will be reported to the Board President, Vice President and the individual Trustee in violation.

---

**The rest of this page intentionally left blank.**

# BOARD DEVELOPMENT AND ADVOCACY

## **Continuing Education**

In addition to the orientation and team building training, a Trustee shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD (EXHIBIT) in Appendix]

The continuing education may be provided by a regional education service center or other registered provider. 19 TAC 61.1(b)(3)

Policy Ref: BBD  
(LEGAL)

*(See Appendix – Overview of Continuing Education Requirements for Trustees)*

## **New Trustee Orientation**

Within 60 days before or after a Trustee's election or appointment, the new Trustee shall participate in a local orientation session. The purpose of this orientation is to familiarize the new Trustee with local Board policies and procedures and District goals and priorities. 19 TAC 61.1(b)(1)(A)

Within the first year of service, a newly elected Trustee shall receive an orientation to the Texas Education Code. The orientation shall be delivered by a regional education service center and shall be three hours in length. 19 TAC 61.1(b)(1)(C)

## **Board Member Mentoring Guidelines**

Newly elected Board Members should be assigned a Board Mentor, appointed by the Board President, during the first year of service. The purpose of this mentorship is to strengthen the new Board Member's contributions and responsibilities during the first year of service on the Board. The Board President and the Superintendent will serve as ex-officio mentors to all new Board Members.

- A. Responsibilities of the Board Member mentor
1. To contact the new Board Member during the week of the Board Meeting to inquire if there are questions or concerns about the agenda.
  2. To share experiences as they relate to Board service in an informal setting.
  3. To provide any necessary background for issues in the District.
  4. To serve as a sounding board for questions, concerns, or ideas.
  5. To answer questions and identify resources for the new Board Member.
  6. Board Members are encouraged to submit a summary of any conference sessions or meetings with other elected officials to the Board President and

Board Clerk for dissemination to the entire Board.

B. Responsibilities of new Board Member

1. To contact the Board Member mentor when questions or concerns arise.
2. To listen to Board Meeting proceedings and to the Board Member mentor.
3. To review the Board agenda early enough to allow time for asking questions about it.
4. To seek information from the mentor, the Superintendent, or the Board President when needed.

## **APPENDIX**

BOARD GOAL

FRAMEWORK FOR SCHOOL BOARD DEVELOPMENT (BBD EXHIBIT)

BOARD LEGAL STATUS, POWERS, AND DUTIES (BAA LEGAL)

BOARD MEMBERS: ETHICS (BBF LOCAL)

BOARD MEETINGS (BE LEGAL)

RECURRING BOARD AGENDA ITEMS

BOARD MEMBERS: TRAINING AND ORIENTATION (BBD LEGAL)

OVERVIEW OF CONTINUING EDUCATION REQUIREMENTS FOR BOARD

TRUSTEE COMMITTEE AND ORGANIZATION APPOINTMENTS

NEW TRUSTEE ORIENTATION CHECKLIST

## **Board Goal**

**Garland ISD will increase student performance measures, post-secondary readiness, graduation rates and decrease student management incidences to ensure ALL students graduate prepared for college, careers and life.**

### **A. Early Literacy (Reading)**

Percent of students in grade 3 demonstrating early literacy as measured by Meets Grade Level performance on STAAR Reading, will increase from 48.2% to 90% by 2025.

### **B. Early Literacy (Writing)**

Percent of students in grade 4 demonstrating early literacy as measured by Meets Grade Level performance on STAAR Writing, will increase from 37% to 70% by 2025.

### **C. English Language Acquisition**

Percent of ELL students demonstrating English language acquisition, as measured by earning yearly progress indicator on the Texas English Language Proficiency Assessment System (TELPAS), will increase from 56% to 76% by 2025.

### **D. Scientific Understanding**

Percent of students in grade 8 demonstrating scientific understanding as measured by Meets Grade Level performance on STAAR Science, will increase from 43.8% to 80% by 2025.

### **E. Mathematical Proficiency**

Percent of students demonstrating mathematical proficiency, as measured by Meets Grade Level performance by the end of grade 9 on STAAR Algebra 1 EOC, will increase from 52.8% to 90% by 2025.

### **F. Postsecondary Readiness (SAT Exams)**

Percent of students demonstrating postsecondary readiness exam success, as measured by meeting college ready benchmarks through SAT School Day, will increase from 50% to 70% in Evidence-based Reading & Writing and 24% to 50% in Mathematics by 2025.

### **G. Postsecondary Readiness (AP Exams)**

Percent of students earning qualifying criterion score on AP exams will increase from 28.1% to 45.0% by 2025 while maintaining high levels of student participation and number of exams administered.

### **H. Postsecondary Readiness (Coursework)**

Percent of students participating in coursework in preparation for college and/or careers, will increase from 88.7% to 95.0% as measured by number of students annually enrolled in AP/IB, dual credit, and CTE high school coursework.

### **I. Student Management**

Percent of student management incidents resulting in exclusionary consequences will decrease from 52.1% to 35% by 2025.

### **J. Graduation Outcomes**

Percent of students successfully completing graduation requirements will increase from 91.7% to 95% as measured by 4-year graduation rates and 67.5% to 85% as measure by the percentage of students meeting College, Career, and Military Ready standards

## FRAMEWORK FOR SCHOOL BOARD DEVELOPMENT

Preamble: The Board is the educational policy-making body for the District. To effectively meet the challenges of public education, the Board and the Superintendent must function together as a leadership team. Each leadership team must annually assess its development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

1. Vision — The Board ensures creation of a shared vision that promotes enhanced student achievement.
  - The Board keeps the District focus on the educational welfare of all children.
  - The Board adopts a shared vision based on community beliefs to guide local education.
  - The Board ensures that the vision supports the state’s mission, objectives, and goals for education established by law and/or rule.
  - The Board ensures that the District’s vision expresses the present and future needs of the children and community.
  - The Board uses the vision to assess the importance of individual issues that come before the Board and demonstrates its commitment to the vision by using the vision to guide all Board deliberations, decisions, and actions.
  - Individual Board members should not have individual agendas separate and apart from the shared vision.
2. Structure — The Board provides guidance and direction for accomplishing the vision.
  - The Board recognizes the respective roles of the legislature, the State Board of Education, the Texas Education Agency, and the local Board in the governance of the District.
  - The Board fulfills the statutory duties of the local Board and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees.
  - The Board focuses its actions on policy making, planning, and evaluation, and restricts its involvement in management to the responsibility of oversight.
  - The Board adopts a planning and decision-making process consistent with state law and/or rule that uses participation, information, research, and evaluation to help achieve the District’s vision.
  - The Board ensures that the District’s planning and decision-making process enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the District’s vision.

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(EXHIBIT)

- The Board develops and adopts policies that provide guidance for accomplishing the District's vision, mission, and goals.
  - The Board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the District's vision, mission, and goals.
  - The Board adopts goals, approves student performance objectives, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
  - The Board approves goals, policies, and programs that ensure a safe and disciplined environment conducive to learning.
  - The Board oversees the management of the District by employing the Superintendent and evaluating the Superintendent's performance in providing education leadership, managing daily operations, and performing all duties assigned by law and/or rule and in support of the District's vision.
  - The Board adopts policies and standards for hiring, assigning, appraising, terminating, and compensating District personnel in compliance with state laws and rules.
3. Accountability — The Board measures and communicates how well the vision is being accomplished.
- The Board ensures progress toward achievement of District goals through a systematic, timely, and comprehensive review of reports prepared by/or at the direction of the Superintendent.
  - The Board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the Superintendent and directs the Superintendent to make modifications that promote maximum achievement for all students.
  - The Board ensures that appropriate assessments are used to measure achievement of all students.
  - The Board reports District progress to parents and community in compliance with state laws and regulations.
  - The Board reviews District policies for effective support of the District's vision, mission, and goals.
  - The Board reviews the efficiency and effectiveness of District operations and use of resources in supporting the District's vision, mission, and goals.
  - The Board evaluates the Superintendent's performance annually in compliance with state laws and regulations.

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(EXHIBIT)

- The Board annually evaluates its own performance in fulfilling the Board's duties and responsibilities, and the Board's ability to work with the Superintendent as a team.
4. Advocacy — The Board promotes the vision.
- The Board demonstrates its commitment to the shared vision, mission, and goals by clearly communicating them to the Superintendent, the staff, and community.
  - The Board ensures an effective two-way communication system between the District and its students, parents, employees, media, and the community.
  - The Board builds partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students.
  - The Board supports children by establishing partnerships between the District, parents, business leaders, and other community members as an integral part of the District's educational program.
  - The Board leads in recognizing the achievements of students, staff, and others in education.
  - The Board promotes school board service as a meaningful way to make long-term contributions to the local community and society.
  - The Board provides input and feedback to the legislature, State Board of Education, and the Texas Education Agency regarding proposed changes to ensure maximum effectiveness and benefit to the schoolchildren in the District.
5. Unity — The Board works with the Superintendent to lead the District toward the vision.
- The Board ensures that its members understand and respect the need to function as a team in governing and overseeing the management of the District.
  - The Board develops skills in teamwork, problem solving, and decision making.
  - The Board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the Board.
  - The Board understands and adheres to laws and local policies regarding the Board's responsibility to set policy and the Superintendent's responsibility to manage the District and to direct employees in District and campus matters.
  - The Board recognizes the leadership role of the Board President and adheres to law and local policies regarding the duties and responsibilities of the Board President and other officers.



- The Board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, parents, employees, and the community.
- The Board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or District and campus administrative matters.
- The Board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

*Adopted by the State Board of Education, January 1996, as authorized by 19 TAC 61.1; revised July 2012.*

---

**Note:** This policy addresses the powers and duties of the board set forth in Education Code Chapter 11, Subchapter D. For other powers and duties of the board not listed below, see the applicable policy codes.

---

The trustees, as a body corporate, have the exclusive power and duty to govern and oversee the management of the public schools of a district. The trustees may adopt rules and bylaws necessary to carry out these powers and duties.

All powers and duties not specifically delegated by statute to TEA or the State Board of Education are reserved for the board.

*Education Code 11.151(b), (d)*

**Mandatory Powers  
and Duties**

A board shall:

1. Seek to establish working relationships with other public entities to make effective use of community resources and to serve the needs of public school students in the community.
2. Adopt a vision statement and comprehensive goals for the district and the superintendent, and monitor progress toward those goals. [See AE]
3. Establish performance goals for the district concerning the academic and fiscal performance indicators under Education Code Chapter 39, Subchapters C, D, and J, and any performance indicators adopted by the district. [See AI series]
4. Provide oversight regarding student academic achievement and strategic leadership for maximizing student performance. *Education Code 11.1515* [See AIB]
5. Ensure that the superintendent is accountable for achieving performance results, recognizes performance accomplishments, and takes action as necessary to meet performance goals. [See BJA]
6. Collaborate with the superintendent as set forth at Education Code 11.1512(b). [See BJA]
7. Adopt a policy to establish a district- and campus-level planning and decision-making process as required under Education Code 11.251. [See BQ series]
8. Publish an annual educational performance report as required under Education Code 39.306. [See AIB, BQ series]

9. Adopt an annual budget for the district as required under Education Code 44.004. [See CE]
10. Adopt a tax rate each fiscal year as required by Tax Code 26.05. [See CCG]
11. Monitor district finances to ensure that the superintendent is properly maintaining the district's financial procedures and records. [See CF series]
12. Ensure that district fiscal accounts are audited annually as required by Education Code 44.008. [See CFC]
13. Publish an end-of-year financial report for distribution to the community. [See CFA]
14. Conduct elections as required by law. [See BBB series]
15. By rule, adopt a process through which district personnel, students or the parents or guardians of students, and members of the public may obtain a hearing from the district administrators and the board regarding a complaint. [See DGBA, FNG, and GF]
16. Make decisions relating to terminating the employment of district employees employed under a contract to which Education Code Chapter 21 applies, including terminating or not renewing an employment contract to which that chapter applies. [See DF series]
17. Select the internal auditor if a district employs an internal auditor. The internal auditor shall report directly to the board. *Education Code 11.170* [See DC]
18. Adopt a policy providing for the employment and duties of district personnel. *Education Code 11.1513* [See BJ series, DC series, and DEA series]
19. Limit redundant requests for information and the number and length of written reports that a classroom teacher is required to prepare. The board shall review paperwork requirements imposed on classroom teachers and transfer to existing non-instructional staff a reporting task that can reasonably be accomplished by that staff. *Education Code 11.164* [See DLB]
20. Carry out other powers and duties as provided by the Education Code or other law.

*Education Code 11.1511(b), except as noted*

**Discretionary  
Powers and Duties**

A board may:

1. Issue bonds and levy, pledge, assess, and collect an annual ad valorem tax to pay the principal and interest on the bonds as authorized under Education Code 45.001 and 45.003. *Education Code 11.1511(c)(1)* [See CCA]
2. Levy, assess, and collect an annual ad valorem tax for maintenance and operation of a district as authorized under Education Code 45.002 and 45.003. *Education Code 11.1511(c)(2)* [See CCG]
3. Employ a person to assess or collect the district's taxes as authorized under Education Code 45.231. *Education Code 11.1511(c)(3)* [See BDAF]
4. Require a district's chief business official or curriculum director or a person holding an equivalent position to appear at an executive session of the board or to testify at a public hearing held by the board. *Education Code 11.1511(d)* [See BJA regarding prohibition of superintendent interference]
5. Enter into contracts as authorized under the Education Code or other law and delegate contractual authority to a superintendent as appropriate. *Education Code 11.1511(c)(4)*
6. Sue and be sued in the name of the district. *Education Code 11.151(a)*
7. Receive bequests and donations or other moneys or funds coming legally into its hands in the name of the district. A conveyance, devise, or bequest of property for the benefit of the public schools, if not otherwise directed by the donor, vests the property in the board or their successors in office. *Education Code 11.151(a), .156* [See CDC]
8. Contract with a public or private entity for that entity to provide educational services for the district. *Education Code 11.157* [See EEL]
9. Charge fees as set forth at Education Code 11.158. *Education Code 11.158* [See FP]
10. Change the name of the district. *Education Code 11.160* [See AB]
11. Adopt rules that require students at a school in the district to wear school uniforms as set forth at Education Code 11.162. *Education Code 11.162* [See FNCA]
12. Adopt rules to keep school campuses, including school libraries, open for recreational activities, latchkey programs, and tutoring after school hours. *Education Code 11.165*

13. Operate a school or program or hold a class on the campus of an institution of higher education as set forth at Education Code 11.166. *Education Code 11.166* [See GNC]
14. Operate a school or program, including an extracurricular program, or hold a class outside the boundaries of the district. *Education Code 11.167* [See GNA]
15. Establish before-school or after-school programs for students enrolled in elementary or middle school grades. *Education Code 33.9031*

**District Property**

A board may acquire and hold real and personal property in the name of the district. All rights and titles to the school property of a district, whether real or personal, shall be vested in the trustees and their successors in office. *Education Code 11.151(a), (c)* [See CHG]

The board may, by resolution, authorize the sale of any property, other than minerals, held in trust for public school purposes. The trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the district. *Education Code 11.151(c), .154(a)* [See CI]

The board may, by resolution, authorize the donation of real property and improvements formerly used as a school campus to a municipality, county, state agency, or nonprofit organization as provided at Education Code 11.1541. *Education Code 11.1541* [See CDB]

Minerals in land belonging to the district may be sold to any person. The sale must be authorized by a resolution adopted by majority vote of the board. *Education Code 11.153* [See CDB]

**Restrictions on  
Board Powers and  
Duties**

A board may not:

1. Enter into an agreement authorizing the use of district employees, property, or resources for the provision of materials or labor for the design, construction, or renovation of improvements to real property not owned or leased by the district, except as provided at Education Code 45.109. *Education Code 11.168* [See CE]
2. Impose taxes; issue bonds; use or authorize the use of district employees; use or authorize the use of district property, money, or other resources; or acquire property for the design, construction, renovation, or operation of a hotel. *Education Code 11.178* [See CE]

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:

**E**QUITY  
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.

**T**RUSTWORTHINESS  
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.

**H**ONOR  
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.

**I**NTEGRITY  
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.

**C**OMMITMENT  
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.

**S**TUDENT-CENTERED  
FOCUS

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

A board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551, at which a quorum of the board is present and voting. A majority vote is generally determined from a majority of those present and voting, excluding abstentions, assuming a quorum is present. *Education Code 11.051(a-1); Atty. Gen. Op. GA-689 (2009)*

**Definitions**

“Meeting”

“Meeting” means a deliberation among a quorum of a board, or between a quorum of the board and another person, during which public business or public policy over which the board has supervision or control is discussed or considered, or during which the board takes formal action. “Meeting” also means a gathering:

1. That is conducted by a board or for which a board is responsible;
2. At which a quorum of members of a board is present;
3. That has been called by a board; and
4. At which board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of a district, about the public business or public policy over which the board has supervision or control.

*Gov’t Code 551.001(4)*

A communication or exchange of information between board members about public business or public policy over which the board has supervision or control does not constitute a meeting or deliberation for purposes of the Texas Open Meetings Act if the communication is posted to an online message board or similar Internet application in compliance with Government Code 551.006. *Gov’t Code 551.006 [See BBI(LEGAL)]*

“Deliberation”

“Deliberation” means a verbal exchange during a meeting among a quorum of a board, or between a quorum of a board and another person, concerning any issue within the jurisdiction of the board or any public business. *Gov’t Code 551.001(2)*

“Recording”

“Recording” means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. *Gov’t Code 551.001(7)*

“Videoconference Call”

“Videoconference call” means a communication conducted between two or more persons in which one or more of the participants communicate with the other participants through duplex au-

dio and video signals transmitted over a telephone network, a data network, or the Internet. *Gov't Code 551.001(8)*

**Social Function, Convention, or Candidate Event**

The term "meeting" does not include the gathering of a quorum of a board at a social function unrelated to the public business that is conducted by the board, the attendance by a quorum of the board at a regional, state, or national convention or workshop, ceremonial event, or press conference, or the attendance by a quorum of a board at a candidate forum, appearance, or debate to inform the electorate, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, press conference, forum, appearance, or debate. *Gov't Code 551.001(4)*

**Legislative Committee or Agency Meeting**

The attendance by a quorum of a board at a meeting of a committee or agency of the legislature is not considered to be a meeting of a board if the deliberations at the meeting by the board members consist only of publicly testifying, publicly commenting, and publicly responding to a question asked by a member of the legislative committee or agency. *Gov't Code 551.0035(b)*

**Superintendent Participation**

A board shall provide a superintendent an opportunity to present at a meeting an oral or written recommendation to the board on any item that is voted on by the board at the meeting. *Education Code 11.051(a-1)*

**Open to Public**

Every meeting of a board shall be open to the public. A board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. *Gov't Code 551.002, .084, Ch. 551, Subch. D* [See BDB and BEC]

**Parental Access**

A parent, as defined in Education Code 26.002, is entitled to complete access to any meeting of a board, other than a closed meeting held in compliance with the Open Meetings Act. *Education Code 26.007(a)*

**Recording**

All or any part of an open meeting may be recorded by any person in attendance by means of a recorder, video camera, or any other means of aural or visual reproduction. A board may adopt reasonable rules to maintain order at a meeting, including rules related to the location of recording equipment and the manner in which the recording is conducted. These rules shall not prevent or unreasonably impair a person from exercising the right to record a meeting that is open to the public. *Gov't Code 551.023*

**Minutes**

A board shall prepare and keep minutes or make a recording of each open meeting. The minutes shall state the subject matter of



BOARD MEETINGS

BE  
(LEGAL)

each deliberation and indicate each vote, order, decision, or other action taken. *Gov't Code 551.021*

**Board Member Attendance** The minutes or recording, as applicable, of a regular or special meeting of a board must reflect each member's attendance at or absence from the meeting. *Education Code 11.0621*

**Availability** The minutes and recording are public records and shall be available for public inspection and copying on request to a superintendent or designee. *Gov't Code 551.022; Education Code 11.0621*

**Notice Required** A board shall give written notice of the date, hour, place, and subject(s) of each meeting it holds. *Gov't Code 551.041*

**Continued Meeting** If a board recesses an open meeting to the following regular business day, the board is not required to post notice of the continued meeting if the action is taken in good faith and not to circumvent Government Code Chapter 551. If an open meeting is continued to the following regular business day and, on that following day, a board continues the meeting to another day, the board must give the required written notice of the meeting continued to that other day. *Gov't Code 551.0411(a)*

**Inquiry During Meeting** If a member of the public or of a board inquires at a meeting about a subject for which notice has not been given, the notice provisions do not apply to a statement of specific factual information given in response to the inquiry or a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda of a subsequent meeting. *Gov't Code 551.042*

**Location** A board must hold each public meeting within the boundaries of the district, except:

1. As otherwise required by law; or
2. To hold a joint meeting with another district or with another governmental entity if the boundaries of the governmental entity are in whole or in part within the boundaries of the district.

*Education Code 26.007(b)*

**Time of Notice and Accessibility** Notice of a board meeting shall be posted on a bulletin board at a place convenient to the public in the central administration office for at least 72 hours before the scheduled time of the meeting. That notice or a notice posted at another board-designated place shall at all times be readily accessible to the public for at least 72 hours before the scheduled time of the meeting. *Gov't Code 551.043(a), .051; City of San Antonio v. Fourth Court of Appeals, 820 S.W. 2d 762 (Tex. 1991)*

If a district is required to post notice of a meeting on the Internet, the district satisfies the requirement that the notice must be posted in a place readily accessible to the general public at all times by making a good-faith attempt to continuously post the notice on the Internet during the prescribed period.

A district must still comply with the duty to physically post the notice in the central administration office and if the district makes a good-faith attempt to continuously post the notice on the Internet during the prescribed period, the physically posted notice must be readily accessible to the general public during normal business hours.

*Gov't Code 551.043(b)*

### **Internet Posting**

If a district maintains an Internet website, in addition to the other place at which notice is required to be posted, a board must also concurrently post notice of a meeting on the Internet website.

A district that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more must also, concurrently with the notice, post on the district's Internet website the agenda for a board meeting, if the agenda differs from the posted notice.

The validity of a posting of a district that made a good-faith attempt to comply with the Internet posting requirements is not affected by a failure to comply that is due to a technical problem beyond the control of the district.

*Gov't Code 551.056*

### **Specificity of Agenda / Notice**

Agendas for all meetings shall be sufficiently specific to inform the public of the subjects to be deliberated at the meeting, setting out any special or unusual matters to be considered or any matter in which the public has a particular interest. Deliberations or actions pertaining to a superintendent and principals are of particular public interest, and notice of those subjects must be worded with such clarity that the public will understand what a board proposes to discuss or accomplish. *Cox Enterprises, Inc. v. Austin Indep. Sch. Dist.*, 706 S.W.2d 956 (Tex. 1986); *Point Isabel Indep. Sch. Dist. v. Hinojosa*, 797 S.W.2d 176 (Tex. App.—Corpus Christi 1990, writ denied); *Atty. Gen. Ops. M-494 (1969), H-419 (1974), H-662 (1975), H-1045 (1977)*

The terms “employee briefing” or “staff briefing” do not give adequate notice of the subject matter to be presented to a board by employees or staff members. *Atty. Gen. Op. JC-169 (2000)*

The subject of a report or update by district staff or a member of the board must be set out in the notice in a manner that informs a reader about the subjects to be addressed. *Atty. Gen. Op. GA-668 (2008)*

**Emergency Meeting  
or Emergency  
Addition to Agenda**

In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added to an agenda posted in accordance with law is sufficient if it is posted for at least two hours before the meeting is convened.

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 and each item added in a supplemental notice.

The sudden relocation of a large number of residents from the area of a declared disaster to a district's jurisdiction is considered a reasonably unforeseeable situation for a reasonable period immediately following the relocation. Notice of an emergency meeting or supplemental notice of an emergency item added to the agenda of a meeting to address a situation described by this subsection must be given to members of the news media as provided by Government Code 551.047 not later than one hour before the meeting.

*Gov't Code 551.045*

**Catastrophe**

A board prevented from convening an open meeting that was otherwise properly posted under Government Code Section 551.041 because of a catastrophe may convene the meeting in a convenient location within 72 hours pursuant to Government Code Section 551.045 if the action is taken in good faith and not to circumvent Government Code Chapter 551. If a board is unable to convene the open meeting within those 72 hours, the board may subsequently convene the meeting only if the board gives the required written notice of the meeting.

"Catastrophe" means a condition or occurrence that interferes physically with the ability of a board to conduct a meeting, including:

1. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
2. Power failure, transportation failure, or interruption of communication facilities;
3. Epidemic; or

4. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

*Gov't Code 551.0411(b), (c)*

**Special Notice to News Media**

A district shall provide special notice of each meeting by telephone, facsimile transmission, or electronic mail to any news media that has requested it and agreed to reimburse the district for the cost of providing the special notice. When an emergency meeting is called or an emergency item added to an agenda, a board president shall notify by telephone, facsimile transmission, or electronic mail any news media who have previously requested special notice of all meetings. *Gov't Code 551.047, .052*

**Quorum**

A majority of a board (e.g., four members of a seven-member board or five members of a nine-member board, regardless of the number of vacancies) constitutes a quorum for meetings of the board. *Gov't Code 551.001(6), 311.013(b)*

**Disaster**

Notwithstanding any other law, a quorum is not required for a board to act if:

1. The district's jurisdiction is wholly or partly located in the area of a disaster declared by the president of the United States or the governor; and
2. A majority of the members of the board are unable to be present at a board meeting as a result of the disaster.

*Gov't Code 418.1102*

**Secret Ballot**

No vote shall be taken by secret ballot. *Atty. Gen. Op. H-1163 (1978)*

**Meeting by Telephone Conference Call**

A board may hold a meeting by telephone conference call if an emergency or public necessity exists within the meaning of Government Code 551.045 and the convening at one location of a quorum of the board is difficult or impossible, or if the meeting is held by an advisory board.

Each part of the telephone conference call meeting that is required to be open shall be audible to the public at the location specified in the notice of the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call meeting and the identification of each party to the telephone conference shall be clearly stated prior to speaking.

**Notice**

The telephone conference call meeting is subject to the notice requirements applicable to other meetings. The notice must specify

BOARD MEETINGS

BE  
(LEGAL)

as the location of the meeting, the location where meetings of the governmental body are usually held.

Recording

The conference call meeting shall be recorded and made available to the public.

*Gov't Code 551.125*

**Meeting by  
Videoconference  
Call**

A board member or district employee may participate remotely in a board meeting by means of a videoconference call if the video and audio feed of the board member's or employee's participation, as applicable, is broadcast live at the meeting and complies with the provisions below. A board member who participates by videoconference call shall be counted as present at the meeting for all purposes. A board member who participates in a meeting by video conference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected. The board may continue the meeting only if a quorum remains present at the meeting location or, if applicable, continues to participate in a meeting conducted as specified at Multiple Counties, below. *Gov't Code 551.001(8), .127(a-1)-(a-3)*

Quorum

A meeting may be held by videoconference call only if a quorum of the board is physically present at one location of the meeting, except as provided at Multiple Counties, below.

*Multiple Counties*

A meeting of a board of a district that extends into three or more counties may be held by videoconference call only if the board member presiding over the meeting is physically present at one location of the meeting that is open to the public during the open portions of the meeting.

Notice

A meeting held by videoconference call is subject to the notice requirements applicable to other meetings in addition to the notice requirements applicable to meetings by videoconference call.

The notice of a meeting to be held by videoconference call must specify as a location of the meeting the location where a quorum of the board will be physically present and specify the intent to have a quorum present at that location; the notice of a meeting held by videoconference call described above at Multiple Counties must specify as a location of the meeting the location where the board member presiding over the meeting will be physically present and specify the intent to have that member present at that location.

*Gov't Code 551.127(b)-(e)*

Quality of Audio and  
Video Signals

Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the

public at the location specified in the notice. If a problem occurs that causes a meeting to no longer be visible and audible to the public at that location, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned.

The location specified in the notice, and each remote location from which a member of the board participates, shall have two-way audio and video communication with each other location during the entire meeting. The face of each participant in the videoconference call, while that participant is speaking, shall be clearly visible, and the voice audible, to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the physical location described by the notice and at any other location of the meeting that is open to the public.

The quality of the audio and video signals perceptible at each location of the meeting must meet or exceed standards specified by the Department of Information Resources. The audio and video signals perceptible by members of the public at the location of the meeting described by the notice and at each remote location from which a member participates must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting.

*Gov't Code 551.127(f), (h)–(j); 1 TAC 209.10–.11*

Recording

A board shall make at least an audio recording of the meeting. The recording shall be made available to the public.

Remote  
Participation by the  
Public

A board may allow a member of the public to testify at a meeting from a remote location by videoconference call even if a board member is not participating in the meeting from a remote location.

*Gov't Code 551.127(g), (k)*

**Video and Audio  
Recording of  
Meeting**

A board for a district that has a student enrollment of 10,000 or more shall make a video and audio recording of reasonable quality of each:

1. Regularly scheduled open meeting that is not a work session or a special called meeting; and
2. Open meeting that is a work session or special called meeting at which the board votes on any matter or allows public comment or testimony.

The board shall make available an archived copy of the video and audio recording of each meeting on the Internet not later than seven days after the date the recording was made. The board shall

maintain the archived recording on the Internet for not less than two years after the date the recording was first made available. A board is exempt from the requirements in this paragraph if the board's failure to make the required recording of a meeting available is the result of a catastrophe, as defined by Government Code 551.0411 [see Catastrophe, above], or a technical breakdown. Following a catastrophe or breakdown, the board must make all reasonable efforts to make the required recording available in a timely manner.

The board may make the archived recording available on an existing Internet site, including a publicly accessible video-sharing or social networking site. The board is not required to establish a separate Internet site and provide access to archived recordings of meetings from that site.

A district that maintains an Internet site shall make available on that site, in a conspicuous manner, the archived recording of each meeting or an accessible link to the archived recording of each such meeting.

A board may broadcast a regularly scheduled open meeting on television.

*Gov't Code 551.128(b-1)–(b-6)*

**Internet Broadcast**

A board that is not subject to the provisions above at Video and Audio Recording of Meeting may broadcast an open meeting over the Internet. If a board broadcasts a meeting over the Internet, it shall establish an Internet site and provide access to the broadcast from that site. A board shall provide on the Internet site the same notice of the meeting, within the time required for posting that notice, that the board is required to post under the Open Meetings Act. *Gov't Code 551.128(b), (c)*

**Attorney Consultation**

A board may use a telephone conference call, videoconference call, or communications over the Internet to conduct a public consultation with its attorney in an open meeting of the board or a private consultation with its attorney in a closed meeting of the board. [See BEC]

Each part of a public consultation by a board with its attorney in an open meeting must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.

Exception

This does not apply to a consultation with an attorney who is an employee of a district. An attorney who receives compensation for legal services performed, from which employment taxes are deducted by a district, is an employee of the district.

*Gov't Code 551.129*

**Hearing-Impaired  
Persons**

In a proceeding before a board in which the legal rights, duties, or privileges of a party are to be determined by the board after an adjudicative hearing, the board shall supply for a party who is deaf or hearing impaired an interpreter who has qualifications approved by the Texas Department of Assistive and Rehabilitative Services.

For purposes of this requirement, “deaf or hearing impaired” means having a hearing impairment, regardless of the existence of a speech impairment, that inhibits comprehension of a proceeding or inhibits communication with others.

*Gov't Code 558.001, .003*



## **Recurring Board Agenda Items**

### **August**

#### **Agenda Items**

- Public Hearing – Budget and Tax Rate
- Approve budget/tax rate
- Designation of unreserved fund balance
- Approve T-TESS appraisers/appraisal calendar
- State Accountability: District and Campus Results
- Review investment policy and strategy
- Approve investment officers for District
- Approve list of qualified investment brokers
- Approve sources of instruction for Investment Officers
- Financial Statements
- Approve Student Code of Conduct
- Resolution Concerning Contributions to local Chambers
- Accept Certified Tax Roll
- Renew Commercial Auto Fleet, General Liability and School Leaders Liability
- Renew Worker's Compensation Insurance/Third Party Administrator Services and/or Excess Worker's Compensation Stop Loss
- TEA Waiver for CEHI Pregnancy Related Services
- Superintendent's Formative Goals and Objectives
- Approve Recurring Agenda Items Calendar (Activity Calendar)
- Semi-annual Chamber Partnership Reports Due

### **September**

#### **Agenda Items**

- Hear Cooperative Purchasing Report
- SRO MOU Agreements with Cities of Rowlett, Garland and Sachse
- STAAR Assessment Results

### **October**

#### **Agenda Items**

- Resolution Nominating a Representative to DCAD Board of Directors
- Leadership Rowlett
- Discuss November and December Board Meeting Schedule
- Approve Choice of School Calendar
- Receive Campus Improvement Plans

### **November**

#### **Agenda Items**

- Public Hearing – FIRST Financial Accountability Rating
- Review Annual Investment Report and Fourth Quarter Investment Report

- Election of Representatives to Board of Directors for DCAD (Odd Years)
- Designated Transportation Areas – first reading
- Review School Calendar – first reading

## **December**

### Agenda Items

- Recognize Greeting Card Contest Winners
- Recognize Canned Food Drive winners
- Consider Board approval of course offerings
- Approve District Calendar
- Approve Designated Transportation Areas
- Announce Board Member Training Credit Hours
- Discussion with Board Direct Reports: Board Clerk and Internal Auditor

## **January**

### Agenda Items

- Approve District Audit for Fiscal Year
- December 15 Semi-annual Report to Judge Kinkeade
- Superintendent's Evaluation and Contract Renewal
- Superintendent's Performance Goals

## **February**

### Agenda Items

- Public Hearing-Texas Academic Performance Report
- Leadership Garland
- March Board Meeting schedule
- Approve Trustee Election
- Approve Joint Election Contract
- First Quarter Investment Report
- First Formative Review of Campus Improvement Plan
- Budget Review
- Professional Employees and Administrative Contract renewal/nonrenewal

## **March**

### Agenda Items

- Choice of School updates
- Receive Measures of Academic Progress (MAP) Middle-of-Year (MOY) Assessment Results
- Receive Second Formative Review of the Campus Improvement Plans
- Board Evaluation of Direct Reports: Board Clerk, General Counsel and Internal Auditor
- Professional Employees, Teachers and Other Contractual Positions Renewal or Non-renewal of Contracts
- Semi-annual Chamber Partnerships Reports Due

## **April**

### Agenda Items

- Shared Services Agreement with Mesquite Regional Day School for Deaf
- Budget Update
- Receive Second Quarter Investment Report
- Contract renewals / non-renewals

## **May**

### Agenda Items

- Canvass Trustee Election Votes; adopt Order declaring results of election
- Administer Oath of Office to elected Trustees
- Election of Board Officers
- Robert B. Sewell Award
- Jan Burleson Scholarship
- Summer School Report
- Approve continued use of Facsimile signatures
- Receive December 2015 STAAR EOC Assessment Results
- Recognize Teachers of the Year

## **June**

### Agenda Items

- Board President's appointments to Committees and Organizations
- Budget Update
- Review Third Quarter Investment Report
- Summer Board Meeting Schedule
- Discuss Next Year's Board Meeting Schedule
- Ensure Board Direct Report Evaluations are submitted to HR before June 30

## **July**

### Agenda Items

- Budget Update
- Appoint Delegate/Alternate to TASB Delegate Assembly
- June 15 Report to Judge Kinkeade
- Student Accident Insurance
- Approve JJAEP Memorandum of Understanding (MOU)

## **Monthly**

### Agenda Items

Evidence of Excellence

Budget Transfers and Amendments to the current Fiscal Year Budget

Financial Statements

Bids: New Bids, Renewal Bids and Increase in Awards

Tax Reports/Tax Refunds

Personnel Reports: New Hires and Resign/Retire  
Board Policies  
Board Meeting Minutes  
Trustees' Report  
Future Agenda Items  
Public Forum  
Bond Update

**Open Meetings Act  
Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Texas Open Meetings Act).

The attorney general may provide the training and may also approve other acceptable sources of training.

The board shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the board to complete the training does not affect the validity of an action taken by the board.

*Gov't Code 551.005*

**Public Information  
Act Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its officers and employees under Government Code Chapter 552 (Public Information Act). A board member may designate a public information coordinator to satisfy the training for the board member if the public information coordinator is primarily responsible for administering the responsibilities of the board member or board under the Public Information Act. [See GBAA regarding public information coordinator training] *Gov't Code 552.012*

**SBOE-Required  
Training**

A trustee must complete any training required by the State Board of Education (SBOE). The SBOE shall require a trustee to complete at least three hours of training every two years on evaluating student academic performance. The training must be research-based and designed to support the oversight role of the board under Education Code 11.1515. [See BAA] A trustee or candidate may complete the training at a regional education service center or through another authorized provider.

- A candidate may complete the training up to one year before the candidate is elected.
- A new trustee shall complete the training within 120 days after the date of the trustee's election or appointment.
- A returning trustee shall complete the training by the second anniversary of the completion of the trustee's previous training.

*Education Code 11.159*

The training requirement consists of orientation sessions, an annual team building session with the board and the superintendent,

and specified hours of continuing education based on identified needs. To the extent possible, an entire board shall participate in training programs together. *19 TAC 61.1(b), (i)*

The SBOE's framework for governance leadership [see BBD(EXHIBIT)] shall be distributed annually by the board president to all current board members and the superintendent. *19 TAC 61.1(a)*

No training shall take place during a board meeting unless that meeting is called for the delivery of board training. Training may take place before or after a legally called board meeting in accordance with the Open Meetings Act. *19 TAC 61.1(c)*

Annually, the SBOE shall commend those teams that receive at least eight hours of training in team building and annual continuing education as an entire board-superintendent team. *19 TAC 61.1(k)*

Reporting

The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment. If the minutes reflect that a trustee is deficient, the district shall post the minutes on the district's Internet website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. *Education Code 11.159(b)*

Orientation

*New Members*

Within 60 days before or after a board member's election or appointment, a new board member shall participate in a local orientation session. The purpose of this orientation is to familiarize the new board member with local board policies and procedures and district goals and priorities. The orientation shall be at least three hours in length for each new board member and must address local district practices in curriculum and instruction, business and finance operations, district operations, superintendent evaluation, and board member roles and responsibilities. *19 TAC 61.1(b)(1)(A)*

Within the first 120 days of service, a newly elected board member shall receive an orientation to the Education Code Chapter 26 (Parental Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction). The orientation shall be delivered by a regional education service center and shall be no less than three hours in length. *19 TAC 61.1(b)(1)(B)*

*Current Members*

Any current board member may attend or participate in the local district orientation and orientation to the Education Code offered to new board members. *19 TAC 61.1 (b)(1)(A), (B)*

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(LEGAL)

- Legislative Updates** After each session of the Texas Legislature, each board member shall receive an update to the basic orientation to the Education Code from a regional education service center or any registered provider. A board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an additional legislative update. *19 TAC 61.1(b)(1)(C)*
- Team Building** Annually, the entire board, including all board members, shall participate with their superintendent in a team building session facilitated by a regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the board, but generally at least three hours.
- The purpose of the team building session is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team. The session shall include a review of the roles, rights, and responsibilities of the board as outlined in the framework for governance leadership. The assessment of needs shall be based on the framework for governance leadership [see BBD(EXHIBIT)] and shall be used to plan continuing education activities for the governance leadership team for the upcoming year.
- 19 TAC 61.1(b)(2)*
- Annual Continuing Education** In addition to the orientation and team building training, a board member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD(EXHIBIT)] The continuing education may be provided by a regional education service center or other registered provider. *19 TAC 61.1(b)(3)*
- At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with a board member's school district. No more than one hour of the required continuing education that is delivered by the district may use self-instructional materials. *19 TAC 61.1(h)*
- First Year** In the first year of service, a board member shall receive at least ten hours of continuing education. Up to five of the required ten hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. *19 TAC 61.1(b)(3)(A)*
- Subsequent Years** After the first year of service, a board member shall receive at least five hours of continuing education annually. A board member may

fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. *19 TAC 61.1(b)(3)(B)*

*Board President*

A board president shall receive continuing education related to leadership duties of the board president as some portion of the annual requirement. *19 TAC 61.1(b)(3)(C)*



## Overview of Continuing Education Requirements for School Board Members

Continuing Education Required of Local School Board Members	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	At least 3 hours Required within 60 days of election or appointment	Not required	Local district
Orientation to the Texas Education Code	1	3 hours Required within 120 days of election or appointment	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session:</i> length determined by issues addressed in legislation	Any registered provider
Team-building Session must include a review of the roles, rights, and responsibilities of the local board as outlined in the Framework for Governance Leadership and an assessment of continuing education needs of the board-superintendent team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessed needs	3	At least 10 hours	At least 5 hours each year	Any registered provider
Continuing Education Required of All Elected Public Officials— Effective 1/1/2006		First Year Board Member	Experienced Board Member	Provider
Open Meetings Training		1 hour Required within 90 days of election or appointment		Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement (BBD Local)		Attorney General's Office or other approved provider

Questions about continuing education requirements? E-mail [Its@tasb.org](mailto:Its@tasb.org) or call 800.580.8272, extension 2453.

Questions about Leadership Team Services (LTS) programs and services? Visit [LTS.tasb.org](http://LTS.tasb.org), or call 800.580.8272, extension 2452.



**BOARD COMMITTEE AND  
ORGANIZATION APPOINTMENTS  
2018-19**

Sachse Chamber of Commerce	TBD
Rowlett Chamber of Commerce	Larry Glick
Garland Chamber of Commerce	Johnny Beach
North Texas Area Association of School Boards (NTAASB)	All
TASB Grassroots Advocacy	All
TASB Delegate Assembly (Delegate)	Robert Selders
TASB Delegate Assembly (Alternate)	Linda Griffin
Garland Economic Development Partnership	All
Garland ISD Education Foundation (GEF)	Jed Reed Wes Johnson (Alternate)
Garland Chamber Legislative Affairs Committee	Jed Reed Linda Griffin
Rowlett Economic Development Advisory	Larry Glick
Board Policy Advisory Group	Johnny Beach, Chair Linda Griffin Wes Johnson
District Affairs Committee	Robert Selders, Chair Linda Griffin Wes Johnson
Facilities Committee	James Miller, Chair Johnny Beach Larry Glick
Audit Committee	Linda Griffin, Chair James Miller Robert Selders

**GARLAND ISD NEW TRUSTEE ORIENTATION CHECKLIST**

<p>Mechelle Hogan          Board Clerk 972-487-3263 (Office)          214-395-2165 (Mobile)          972-487-3033 (Fax)  <a href="mailto:mnhogan@garlandisd.net">mnhogan@garlandisd.net</a></p>
---

Initial when Completed	ITEM	INDIVIDUAL TO CONTACT	DEADLINE	DATE COMPLETED
	<b>GETTING STARTED</b>			
	Order New Board Member Literature <input type="checkbox"/> Getting Started as a New School Board Member <input type="checkbox"/> A New Board Member’s Guide to Parliamentary Procedure <input type="checkbox"/> A New Board Member’s Guide to Superintendent Evaluation	Board Clerk	Within 30 days	
	Review of Texas Association of School Boards (TASB) <input type="checkbox"/> Membership in TASB (Benefits and uses) <input type="checkbox"/> Networking Opportunities (North Texas Area Association of School Boards)	Board President	Within 30 days	
	Review of Board Operating Procedures Manual (Attached) Review District Strategic Plan (Attached)	Board President	Within 30 days	
	Meetings of the Board-Work Session, Regular, and Called (Board Meeting Calendar Attached)	Board President	Within 30 days	
	Review of Open and Closed Meetings	Board President	Within 30 days	
	Review of Board Policies (Available Online) <input type="checkbox"/> Legal <input type="checkbox"/> Local	Board President	Within 30 days	
	Review Calendar for Major Events and Dates	Board Clerk	Within 30 days	
	Schedule time for training on use of BoardBook during board meetings	Board Clerk	Within 30 days	
	<b>REQUIREMENTS AND LOGISTICS</b>			
	Technology and Network Access	The Board Clerk will assist you with your technology needs.	Within 10 days	
	Garland ISD Email Access	Board Clerk	Within 10 days	
	User ID and Password for BoardBook Once you get your ID and password, you can log into BoardBook to access your board agendas and other information at <input type="checkbox"/> <a href="https://v3.boardbook.org/Login.aspx">https://v3.boardbook.org/Login.aspx</a>	Board Clerk	Within 10 days	
	Garland ISD Name Badge	Board Clerk	Within 10 days	

	Parking Pass UIL Pass Curtis Culwell Center Pass			
	Business Cards	Board Clerk	Within 30 days	
	<b>BOARD PRESIDENT</b>			
	<input type="checkbox"/> Board Member Responsibilities <input type="checkbox"/> Team of 8 <input type="checkbox"/> Common Mission, Vision, and Purpose <input type="checkbox"/> Process for Hiring a Superintendent <input type="checkbox"/> Evaluation of Superintendent <input type="checkbox"/> Superintendent's Contract <input type="checkbox"/> Board Officer Elections <input type="checkbox"/> Role and Authority of Officers	Board President	Within 30 days	
	<b>BOARD MEMBER AND SUPERINTENDENT RELATIONSHIP</b>			
	<input type="checkbox"/> Superintendent's Responsibilities <input type="checkbox"/> Garland ISD Organizational Chart <input type="checkbox"/> District Area Directors <input type="checkbox"/> District Quick Facts	Superintendent/ Board President	Within 60 days	
	<b>COMMUNICATION</b>			
	Constituent Concerns/Complaints <input type="checkbox"/> FNG (LOCAL) <input type="checkbox"/> DGBA (LOCAL)	Superintendent	Within 60 days	
	Superintendent/Board Communications <input type="checkbox"/> Individual Board Member Briefings	Superintendent	Within 60 days	
	Dealing With The Media	Superintendent	Within 60 days	
	<b>CAMPUS VISITS AND DISTRICT STAFF</b>			
	Procedures for Campus Visitation	Superintendent/ Board President	Within 60 days	
	Complaints Or Concerns That Arise When Visiting Campuses	Superintendent	Within 60 days	
	<b>COMMUNITY AND SCHOOL EVENTS</b>			
	<input type="checkbox"/> Board Member Representation at Local Community, District, and Campus Activities	Superintendent/ Board President	Within 60 days	
	<b>CONTINUING EDUCATION REQUIREMENT</b>			
	<input type="checkbox"/> First Year Board Members = 17 Hours <input type="checkbox"/> Experienced Board members = 8 Hours Annually (Inclusive of Team of 8 Training) Team of 8 Training (Completed by end of calendar year) <input type="checkbox"/> Legislative Updates	Superintendent Board Clerk Board President	Within 60 days	

	<b>Opportunities for Continuing Education</b> <input type="checkbox"/> TASB Summer Leadership Institute <input type="checkbox"/> Center for Reform of School Systems (CRSS) <input type="checkbox"/> TASA/TASB Convention	<b>Board Clerk</b>  Arrangements made by CRSS / Airfare and hotel paid by CRSS Representatives	Within 60 days	
<b>CONTINUOUS IMPROVEMENT</b>				
	<input type="checkbox"/> Mission and Vision <input type="checkbox"/> District Strategic Plan <input type="checkbox"/> Board Goals <input type="checkbox"/> Board Member Goals <input type="checkbox"/> Board Self-Evaluation <input type="checkbox"/> Department and Campus Goals <input type="checkbox"/> Continuous Improvement Training	<b>Superintendent</b> <b>Board President</b>	Within 60 days	
<b>INTRODUCTION TO DEPARTMENTS</b>				
	<input type="checkbox"/> Overview of Education Operations <input type="checkbox"/> Overview of Business Operations <input type="checkbox"/> Overview of Human Resources <input type="checkbox"/> Overview of Communications	<b>Superintendent/</b> <b>Department</b> <b>Representatives-</b> <b>Executive Council</b>	Within 60 days	

The onboarding processes have been completed.

\_\_\_\_\_  
Signature of Board of Trustee Member      Date

\_\_\_\_\_  
Signature of Board President      Date