



Lamar Consolidated Independent School District
Board of Trustees

Julie Thompson, President • Rhonda Zacharias, Vice President • Frank Torres, Secretary
Kay Danziger • Anna Gonzales • Dar Hakimzadeh • Kathryn Kaminski

**LAMAR CISD BOARD OF TRUSTEES
SPECIAL BOARD MEETING
BRAZOS CROSSING ADMINISTRATION BUILDING
3911 AVENUE I, ROSENBERG, TEXAS
JANUARY 30, 2014
6:30 PM**

AGENDA

1. Call to order and establishment of a quorum
2. Audience to patrons
3. **ACTION ITEMS**
 - A. **Goal: Planning**
 1. Review of Board Operating Procedures

3

ADJOURNMENT: (Time_____)

RECONVENE IN OPEN SESSION

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this 27th day of January 2014 at 12:30 p.m., this notice was posted on a bulletin board located at a place convenient to the public in the central administrative offices of the Lamar Consolidated Independent School District, 3911 Avenue I, Rosenberg, Texas 77471, and in a place readily accessible to the general public at all times.

Karen Vacek
Secretary to Superintendent

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REVIEW OF BOARD OPERATING PROCEDURES

IMPACT/RATIONALE:

In effective school systems, the Superintendent and the Board function as a “Team of Eight.” A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district, and the Superintendent and staff provide the leadership to cause Board policies to be implemented.

Resource person: Ms. Julie Thompson, President-Board of Trustees
Dr. Thomas Randle, Superintendent

Board Operating Procedures



**Lamar Consolidated Independent
School District**

Revised 4/24/2013

Board Operating Procedures Lamar Consolidated Independent School District

In effective school systems, the Superintendent and the Board function as a "Team of Eight." A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Lamar CISD Board of Trustees and Superintendent function as a "TEAM of Eight" to provide open communication to the staff and patrons of the district.

The Lamar CISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the district.

I. DEVELOPING BOARD MEETING AGENDA

A. Placing items on agenda

1. The tentative agenda is created by the administration and presented to the Board President one week before the regular Board meeting.
2. Board members must request through the Board President in advance any item they wish to have considered for placement on the agenda.
3. The Board President shall place an item on the agenda if the item is requested by **three** Board members.
4. Future Agenda Items is listed on the agenda of each board meeting and four board members may request that an item be listed for the next meeting.
5. In accordance with Texas Open Meeting Law, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Code.

B. Items for Executive Session

1. All personnel issues must be conducted in an executive session, unless specifically required by Texas Open Meeting Law.
2. The Board may discuss any and all subjects, for any and all purposes permitted by Sections 551.071-551.084, in executive session.

- C. A consent agenda will be used whenever possible. The Board President will recommend action items to be placed on the consent agenda. Action item(s) may be removed from the consent agenda at the request of any board member.

II. MEMBER CONDUCT DURING BOARD MEETINGS

(Four members present constitutes a quorum for a meeting.)

A. Persons addressing the Board (*Persons have several options of addressing the Board on agenda items.*)

1. A person may address the Board by completing a form located inside the board room prior to Audience to Patron portion of the meeting. Each speaker is limited to five minutes.
2. Delegations of more than five persons shall appoint one person to present their views.
3. The Board will not discuss concerns with individuals at the meeting.

B. Board response to persons addressing the Board

1. The Board President, when necessary, may direct the Superintendent to investigate item(s) and report back to the Board.

C. Discussion of individual employees or students by the Board or audience

1. The Board will not entertain negative comments on individual employees in public session.
2. The Board will not entertain negative comments on individual students in public session.

D. Hearing and public hearings

1. During public hearings, the Board is assembled only to gather information.
2. The Board will not answer questions or enter into dialogue, except with their attorney, in the case of an employee hearing.
3. Rules for the public hearing will be strictly adhered to:
 - a. The Board will limit comments to five minutes per testifier;
 - b. The Board will accept written (signed) or oral testimony;
 - c. The Board will not allow duplicate testimony; and
 - d. The Board will not allow any derogatory comments.

E. Board shall observe the parliamentary procedures in Robert's Rules of Order

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

4. Individual Board topics will be limited to Five (5) minutes discussion from each Board member. The approval of a majority of Board members present is required to exceed this time limit. Extended time limits must be outlined prior to a Board vote and any/all additional approval to exceed those limits will require approval of a majority of Board members present for each request. Any Board member can request the Board to consider extended discussion periods.
5. Board members will raise their hand and be recognized by the presiding officer prior to beginning any discussions or motions. The individual member will relinquish the floor back to the presiding officer once they have concluded.

III. VOTING

- A. The Board President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- B. In case of a tie vote, the item is tabled. The Board President shall bring the item back to the Board on a subsequent agenda.

IV. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORTS

- A. Board members shall request information and/or reports from the Superintendent through the Board President.
- B. The Superintendent will gather information and/or report and disseminate to the Board in a timely manner.
- C. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting.
- D. The Superintendent will contact each board member prior to a meeting to clarify any questions he/she may have.

V. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. The Board member should hear the full complaint so that the Board member has full understanding of the persons,, dates, times, and places involved in the complaint.
 1. Repeat the problem to citizen.
 2. Inform the citizen of the chain of command.
 3. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.

- B. Refer the citizen to the appropriate person in the chain of command.
- C. The administrators shall communicate with the citizen in a timely manner and follow-up with the Board member.

VI. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. The Board member should hear the full complaint so that the Board member has a full understanding of the employee's complaint.
 - 1. Repeat the problem back to employee.
 - 2. Inform the employee of the chain of command.
 - 3. Remind the employee of the due process procedure and that the Board member must remain impartial in case the situation goes before the Board.
- B. Refer the employee to the appropriate person in the chain of command.
- C. The Board member must talk with Superintendent within 24 hours, relaying the employee's communication.
- D. The employee will hear from the Superintendent in a timely fashion unless the employee requests no contact from the Superintendent.

VII. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. Board members are encouraged to attend special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
- C. Board members must sign in at the office when visiting campuses.
- D. Board members must wear identification tags when visiting schools.

VIII. COMMUNICATIONS

- A. The Superintendent will communicate with all Board members via weekly Board-O-Grams.
- B. The Superintendent will communicate information in a timely fashion to all Board members.
- C. Requests to the Superintendent from the Board President will be distributed to all Board members.
- D. Board members will keep the Superintendent informed via telephone calls, faxes, e-

mail, or personal visits.

- E. Board members will communicate with the community through public hearings, regular Board meetings, and regular publications.
- F. Individual Board members cannot speak in an official capacity outside the board room.

IX. EVALUATION OF SUPERINTENDENT

- A. The Board President will obtain input from all members of the Board on the approved indicators on the Superintendent's evaluation.
- B. Evaluation of the Superintendent is conducted in executive session.
- C. A summative evaluation of the Superintendent will be conducted during the first quarter of the calendar year.

X. EVALUATION OF THE BOARD

The evaluation of the Board is an assessment of completion of an action plan for increased Board effectiveness and working relationship with the Superintendent.

XI. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

- A. Candidates for the President of the Board, Vice President, and Secretary must have at least one year of experience on the Board.
- B. Elections are held in May of each year.

XII. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS (*Set in state statute*)

- A. No Board officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of duties.
- C. The Board President shall:
 - 1. Preside at all Board meetings;
 - 2. Appoint committees;
 - 3. Call special meetings; and
 - 4. Sign all legal documents required by law.
- D. The Vice President shall act in capacity of President in the absence of the President.

- E. The Secretary shall:
 - 1. Keep accurate record of Board meetings;
 - 2. Call meetings and act in the capacity of the President, in the absence of the President and Vice-President; and
 - 3. Countersign all warrants.

XIII. ROLE OF BOARD IN EXECUTIVE SESSION

- A. The Board can only discuss those items listed on the executive session agenda and as limited by law.
- B. The Board must vote in public session.
- C. Discussions during executive session must remain confidential.

XIV. MEDIA INQUIRIES TO THE BOARD

- A. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention. All Board members who receive calls from the media should direct them to the Board President or designee.

XV. ANONYMOUS PHONE CALLS AND/OR LETTERS

- A. The Lamar CISD Board of Trustees encourages input. However, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

XVI. REVIEW BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures may be reviewed and updated at the request of the majority of the board.