SEGUIN

INDEPENDENT SCHOOL DISTRICT

BOARD OPERATING PROCEDURES



BUILDING FUTURES TOGETHER

Revised and amended per Board Workshop on September 9, 2025 – Adopted February 24, 2026; Revised and amended per Board Workshop on June 8, 2022 – Adopted June 28, 2022; Revised per TASB Update 114 on April 8, 2020 – Adopted April 28, 2020; Revised and amended per Board Workshop on January 15, 2019 – Adopted January 22, 2019; Revised and amended per Board Workshop on January 12, 2017 – Adopted January 24, 2017; Revised and amended to align with updated Board Policies and recommendations as per Team of 8 Training – Adopted October 25, 2016; New language added April 2016; Revised November 2012

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PREFACE

The Board Operating Procedures are intended to guide and assist the Board Members in the conduct of its business. It is the responsibility of the Board of Trustees, as a body corporate, to create policy for the school district, and it is the responsibility of the Superintendent and staff to manage and lead the district, and ensure that the policies adopted by the Board are implemented.

The Seguin Independent School District Board Operating Procedures provide guidance to the Board and the Superintendent in the operation of the "Team of Eight", so it may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the school district.

The Board Operating Procedures are not intended to take precedent over Board Policy. If there is a conflict or inconsistency between these Procedures and Board Policy, Board Policy will take precedence.

POLICIES	
BAA(LEGAL)	Board Legal Status – Power and Duties
BBA(LEGAL)	Board Members – Eligibility/ Qualifications
BBB(LEGAL)	Board Members - Elections
BBB(LOCAL)	Board Members - Elections
BBBB (LEGAL)	Elections – Post Election Procedures
BBBD (LEGAL)	Elections – Campaign Ethics
BBC(LEGAL)	Board Members – Vacancies and Removal from Office
BBD(LEGAL)	Board Members – Training and Orientation
BBD(LOCAL)	Board Members – Training and Orientation
BBD(EXHIBIT)	Board Members – Training and Orientation
BBE(LEGAL)	Board Members - Authority
BBE(LOCAL)	Board Members – Authority
BBF(LOCAL)	Board Members - Ethics
BBFA(LEGAL)	Ethics – Conflict of Interest Disclosures
BBFA(LOCAL)	Ethics – Conflict of Interest Disclosures
BBFB(LEGAL)	Ethics – Prohibited Practices
BBG(LEGAL)	Board Members – Compensation and Expenses
BBG(LOCAL)	Board Members – Compensation and Expenses (Not included)
BBI(LEGAL)	Board Members – Technology Resources and Electronic Communication

BBI(LOCAL)	Board Members – Technology Resources and Electronic Communication
BDAA(LEGAL)	Officers and Official – Duties and Requirements of Board Officers
BDAA(LOCAL)	Officers and Official – Duties and Requirements of Board Officers
BDD(LEGAL)	Board Internal Organization – Attorney
BDD(LOCAL)	Board Internal Organization - Attorney
BE(LEGAL)	Board Meetings
BE(LOCAL)	Board Meetings
BEC(LEGAL)	Board Meetings – Closed Meeting
BED(LEGAL)	Board Meetings – Public Participation
BED(LOCAL)	Board Meetings – Public Participation
BJA(LEGAL)	Superintendent – Qualifications and Duties
BJA(LOCAL)	Superintendent – Qualifications and Duties
BJCD(LEGAL)	Superintendent - Evaluation
BJCD(LOCAL)	Superintendent - Evaluation
BQ(LEGAL)	Planning and Decision-Making Process
BQ(LOCAL)	Planning and Decision-Making Process
DGBA(LEGAL)	Personnel-Management Relations – Employee Complaints/Grievances
DGBA(LOCAL)	Personnel-Management Relations – Employee Complaints/Grievances
FNG(LEGAL)	Student Rights and Responsibilities – Student and Parent Complaints/Grievances (Not included)
FNG(LOCAL)	Student Rights and Responsibilities – Student and Parent Complaints/Grievances
GBA(LEGAL)	Public Information Program – Access to Public Information
GF(LEGAL)	Public Complaint
GF(LOCAL)	Public Complaint

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About the Board

The Board of Trustees consists of seven members elected by single-member district for four-year terms with elections conducted biennially. Serving without compensation, Board members act officially as a group to serve the best interests of the students and employees, to protect the taxpayers' investment in the district, and to evaluate school performance. Board authority is defined by federal and state law and by regulations set by the State Board of Education. For example, the State Board of Education dictates the curriculum that must be taught in all Texas public schools. The local School Board only has the authority to impact how that pre-determined curriculum is delivered to the students.

The board is empowered to provide tax monies for maintenance and operation of the schools and to submit bond issues to be voted on by the citizens of the District for construction of school facilities. The board also elects the Superintendent as Chief Instructional and Executive Officer of the District. The Superintendent structures the District's organization in a manner that will allow ample leadership and support at all levels of the District.

The Board is guided by parliamentary procedure as detailed in Robert's Rules of Order. Role and authority of Board members include:

- Hiring a Superintendent to serve as the chief executive officer of the district and evaluate the Superintendent's success.
- Approving an annual budget consistent with the district vision; adopt the district's tax rate.
- Adopting policies that inform district actions.
- Ensuring creation of a vision and goals for the district and evaluate district success.
- Communicating the district's vision and success to the community.
- No Board member or officer has authority outside the Board meeting.
- No Board member can direct employees in regard to performance of duties.
- Representing views of the community to the Board and Administration.

Board members are required to attend continuing education training every year and are encouraged to attend seminars that are helpful to their individual performance and/or support district goals.

Related Policies: BA (LEGAL); BAA (LEGAL); BBB (LEGAL) (LOCAL); BBG (LEGAL)

I. BOARD MEETINGS

PREPARATION OF THE BOARD MEETING AGENDA

A. A draft agenda will be developed by the Superintendent and presented to the Board president for approval five calendar days in advance of the meeting for which the agenda is being prepared.

B. The draft agenda will include items from the Board agenda calendar as scheduled in advance by the Board as well as actions required by law.

C. Any Board Member may request that a subject be included on an agenda for a Regular Board Meeting. A Board Member will request by notifying the Board President and Superintendent. Requests must be made fourteen (14) days prior to the meeting.

D. Items requested later than eight calendar days may be deferred to a later meeting at the discretion of the president in consultation with the Superintendent depending on the time needed to prepare background information to accompany the item for decision-making.

E. The following types of items may be included on a consent agenda for action together in a single vote without discussion. Placement of items on the consent agenda will be at the discretion of the Board president and the Superintendent. Any individual board member may ask questions or discuss an item on the consent agenda by asking the president to remove it from the consent agenda for individual consideration. The president will allow discussion on any item requested for removal from the agenda by a board member.

Items under Consent Agenda

1. Routine items
2. Annual renewals of Region 13 and 20 ESC and TEA items
3. Budget amendments
4. Tax refunds for less than $500
5. Gifts, donations, and bequests
6. Financial information
7. Minutes of regular and special board meetings
8. Updates of board policy
9. Routine personnel items
10. Routine bid recommendations
11. Public Information Act requests
12. Information Items

F. The agenda shall have a standing agenda item at the end of each meeting agenda for "Board comments and requests."

Related Policies: BE (LEGAL) (LOCAL); BJA (LOCAL); BEC (LEGAL)

BOARD MEMBER PREPARATION FOR MEETINGS

A. Administration will insure that all information needed for informed decision making is supplied to each member in agenda packets delivered at least three business days before the scheduled date of the meeting.

B. Each board member will prepare to address the agenda by reading agenda materials in advance of the meeting

C. Board members should ask agenda related questions of the Superintendent at least one working day before the scheduled board meeting.

Related Policies: BBF (LOCAL)

QUESTIONS ABOUT THE AGENDA

A. Members are encouraged to ask for information from the Superintendent before the board meeting. Questions asked ahead should be acknowledged by the administration in open meeting.

B. Any questions about agenda items or requests for additional information about them will be directed to the Superintendent or his/her designee.

C. Board members should make requests for additional information or answers to questions at least one working day in advance of the scheduled meeting.

D. If the information requested is readily available, the Superintendent will provide it to the requesting members and report it to the board at the meeting.

E. If the request for information requires creation of a new report, the requesting member may ask to have the item be placed on a meeting agenda. The requesting member may then ask if a majority of the board would like the Superintendent to generate a report on the requested information.

F. If a written report is provided in response to the request; all members will receive a copy.

G. Board members may discuss the provided information in the meeting, if necessary.

H. Board members may ask additional questions about agenda items in the meeting.

VOTING

A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting

B. When an item for action on the agenda is reached, the following procedure will apply:

1. The Board President shall read/announce the item for action
2. The Superintendent or appropriate staff member may make a comment, statement, recommendation or presentation regarding the item.
3. The Board may discuss the item and raise questions.
4. All board members may vote on all action items, except when there is a legal conflict of interest.
5. In the event a Board member chooses to abstain from voting, the abstention vote is not a vote according to *Robert's Rules of Order, Newly Revised*.
6. Action is taken by means of a motion and a second, followed by a vote of Board members present. The Board also has the option of not taking action on an item.

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

Related Policies: BE (LEGAL) (LOCAL); BDAA (LOCAL); BBFA (LEGAL) (LOCAL); BBFB (LEGAL)

PARTICIPATION DURING CLOSED MEETINGS

A. The Board may conduct a closed meeting for the purposes described in the following provisions:
   1. Attorney Consultation pursuant to *Gov't Code 551.071, 551.129*
   2. Real Property pursuant to *Gov't Code 551.072*
   3. Prospective Gift pursuant to *Gov't Code 551.073*
   4. Personnel Matters pursuant to *Gov't Code 551.074*
   5. Employee – Employee Complaints pursuant to *Gov't Code 551.082*
   6. Student Discipline pursuant to *Gov't Code 551.082*
   7. Personally Identifiable Student Information pursuant to *Gov't Code 551.0821*
   8. Medical or Psychiatric Records pursuant to *Gov't Code 551.0785*
   9. Security pursuant to *Gov't Code 551.076*
   10. Assessment Instrument pursuant to *Education Code 39.030(a)*
   11. Emergency Management pursuant to *Gov't Code* 418.175–418.182, *418.183(f)*
   12. Economic Development Negotiations pursuant to *Gov't Code 551.087*

B. Procedures for Closed Meetings: If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. *Gov't Code 551.101*

C. Vote or Final Action: A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. *Gov't Code 551.102* [See BE]

D. Certified Agenda or Recording: The Board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with the District's attorney. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. *Gov't Code 551.10*

E. Discussions and information shared during closed meeting shall remain CONFIDENTIAL

Related Policies: BEC (LEGAL)

PARTICIPATION DURING MEETING "PUBLIC COMMENTS"

A. Those who wish to address the board during the open, public comments time will be required to sign up before the beginning of the meeting, stating name and topic or agenda item. The Board President will recognize speakers.
   1. At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.
   2. At all other Board meetings and workshops, public comment shall be limited to items on the agenda posted with notice of the meeting.

B. Board members may listen to comments, but will not respond.

C. The board president will be the designated spokesperson for the board should any response to the speaker be required. The president may:
   1. Correct misstatements of fact presented by the speaker.
   2. Refer the speaker to applicable board policy.
   3. Place the item on a future board agenda for discussion if not listed on the current board agenda.

D. The president will limit speaker to 5 minutes each, according to board policy.

E. At all other times during a Board meeting, the audience shall not enter into discussion or debate unless recognized by the presiding officer.

F. 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 to seek resolution: DGBA for employee complaints; FNG for student or parent complaints; or GF for public complaints.

Related Policies: BED (LEGAL) (LOCAL); DGBA (LOCAL); FNG (LOCAL); GF (LOCAL)

RESPONSIBILITIES OF BOARD OFFICERS

A. The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.

B. **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.

C. **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. Become President only upon being elected to the position.

D. **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.

Related Policies: BDAA (LEGAL) (LOCAL)

BOARD REORGANIZATION / ELECTION OF OFFICERS

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

B. At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting officers. *Education Code 11.061(c)*

C. In addition to the required post-election organization, the Board may also organize at other times. *Atty. Gen. Op. MW-531 (1982)*

CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

1. Following the election, and prior to the board meeting at which board officers are elected, the secretary to the board, Board President or designee will poll individual members for nominations for elections as board officer. The secretary, Board President or designee will poll each nominee to see if the nominee wishes his or her nomination to advance and then informs the board president and the Superintendent of confirmed nominations received for each position.
2. By law, it is the responsibility of the secretary, Board President or designee of the board to conduct election of officers.

3. At the board meeting during which board officers are elected, the secretary, Board President or designee of the board will present the slate of candidates and call for nominations from the floor.
4. No board member shall hold the office of Board President without first receiving training by (1) attending the TASB Board Officers' Institute, and (2) has two years of service on the Board. The TASB Board Officers' Institute shall not count towards the eight hours of governance training requirement.
5. In the event no board member holds the necessary training requirements to serve as Board President, any board member shall be eligible to hold the office of Board President until such time that a board member receives the required training.

Related Policies: BDAA (LEGAL) (LOCAL)

II. BOARD GOVERNANCE

HOW TO EXPRESS CONCERN ABOUT ANOTHER MEMBER'S PERFORMANCE

A. Individual board members are encouraged to express their concerns about another member's performance directly to that member.

B. If addressing the issue directly with the member does not resolve the concern, then, discussion with the board president is appropriate.
   1. The board president shall discuss the concern with the individual 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 and procedures that outlined 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 members' performance" may be listed on the agenda for an 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.

C. If the concern involved the board president, a member may discuss his or her concerns with the board vice-president.

D. It is the expectation of the board that members will not speak about concerns regarding individual members with individuals outside of the board.

E. It is the expectation of the board that members will not speak negatively about another member, Superintendent, or staff in the community.

Related Policies: BBF (LOCAL)

ACTIONS DURING TRUSTEE ELECTIONS

The Superintendent and current members of the board shall not assist in the campaigns of incumbents or their challengers during trustee elections. School district assets such as district computers, copiers, facilities, or email accounts will not be used to assist with election campaigns.

Related Policies: BBBB (LEGAL); BBB (LEGAL) (LOCAL) (EXHIBIT)

TEAM OF 8 STANDARD REVIEWS

Board Ethics
Board Operating Procedures will be reviewed and updated annually
Team Building - At a convenient time soon after the board elections, a work session for teambuilding and board orientation will be conducted to review the adopted board ethics, board operations of procedures and other information with the Team of Eight. All members must attend.
Board Vision, Mission, and Goals
Professional Services (Architects, Attorneys, Auditors, etc.)

Related Policies: BBD (LEGAL) (LOCAL) (EXHIBIT); BBF (LOCAL); BDD (LOCAL); BQ (LOCAL)

III. ANNUAL EVALUATIONS

SUPERINTENDENT EVALUATION

The Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation. All board members shall have the opportunity to receive yearly training on the Superintendent's assessment instrument prior to conducting the Superintendent's evaluation.

A. Appraisal Process: The board shall provide the Superintendent with an annual evaluation. The annual evaluation will typically occur in January, but may be adjusted if necessary. The board shall appraise the Superintendent using either:
   1. The Commissioner's recommended appraisal process and criteria; or
   2. An appraisal process and performance criteria that are:
      a. Developed by the district in consultation with the district and campus-level committees; and
      b. Adopted by the board. *Education Code 21.354(c)*

B. 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.

C. Annual Performance Report: The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the board in evaluating the Superintendent. *Education Code 39.307(3)(C)*

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

E. Penalty of Noncompliance: Funds of the district may not be used to pay a Superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

F. Confidentiality: A document evaluating the performance of a Superintendent is confidential. *Education Code 21.355*

The summative evaluation shall reflect a consensus of the Board and the Superintendent regarding the performance of the Superintendent in the previous year and expectations for future performance. The feedback and direction provided by the Board to the Superintendent during the evaluation process is essential for quality leadership and goal attainment in the District.

Related Policies: BJCD (LEGAL) (LOCAL); BJA (LEGAL) (LOCAL)

BOARD SELF EVALUATION

The Board shall annually conduct a self-evaluation of Board and Trustee performance. The evaluation instrument shall be selected and approved by the Board.

IV. BOARD DEVELOPMENT

CONTINUING EDUCATION

The State Board of Education (SBOE) requires the Board President to make a public announcement at the regular Board Meeting in October of the names of those Board members who have completed the required continuing education, who have exceeded the required hours, and who are deficient in continuing education hours.

BOARD MEMBER TRAVEL / PROCEDURES

Registration Fees for state and local conferences/workshops:

A. It is the Board Member's responsibility to notify the district of any conference/workshop they will be attending.
    1. Each Board Member will be allowed to attend two conferences per year.
    2. The district will complete any required paperwork and register board member for the conference/workshop.
    3. Registration fees will be paid directly to the vendor by the district and are not a reimbursable expense.

B. Lodging/Hotels
    1. Board Members will be allowed only two overnight conferences (outside a 30 mile radius from 1221 E. Kingsbury, Seguin) per school year.
    2. Expectations are that members of the Board of Trustees will receive credits for at least 75% of courses offered during the conference.
    3. A Texas Hotel Occupancy Tax Exemption Certificate will be provided to each Board Member, and it is the responsibility of the board member to provide it to the hotel.
        a. The Texas hotel tax exemption does not apply to out-of-state travel
    4. An original itemized hotel receipt must be submitted to the district within ten (10) days after return from a trip.

C. Travel Expenses
    1. Board Member Meals
        a. Board Members meals will be advanced or reimbursed at the rates below:
            - $12.00 for breakfast

- $18.00 for lunch
- $30.00 for dinner

D. Reimbursement Requests
   1. It is the Board Member's responsibility to submit their receipts within ten (10) days following the return from the trip.
   2. Mileage Reimbursement
      a. Mileage is calculated through Google Maps driving directions, and will be calculated at the current state of Texas mileage rate.
      b. Board Members mileage will be calculated (round trip) from the district's central office, 1221 E. Kingsbury, Seguin to the destination.
      c. For the purposes of reimbursement, mileage is reported using the shortest route, not the fastest or best route.
   3. Reimbursable / Non-Reimbursable Expenses
      a. The following items may be reimbursed with an original receipt
         - Taxi cab/ shuttle/ Uber or like fares
         - Parking fees (limited to self-parking rates if valet parking is used)
         - Check baggage fees for first bag only
         - Airline fare
      b. The following items will NOT be reimbursed:
         - Phone calls and internet usage
         - Alcoholic Beverages
         - Entertainment/Recreation, including in-room movies
         - Items being sold by vendors at conferences
         - Room Services
         - Valet parking (unless there is no other parking option)
         - Texas State hotel tax
         - First class air fare
         - Checked baggage fees for additional bags over first
         - Over weight limit baggage fees
         - Meals or other expenses for other persons (i.e. spouse, children, etc.)
         - Personal Accident Insurance or Personal Effect coverage for rental cars
         - Fees for booking travel reservations online
         - Non-itemized taxes for Texas hotels
         - Car Rental
   4. Air Travel
      a. Air travel will not be allowed for a conference that is within a five hour drive.
      b. Air travel requires board approval.
      c. It is the responsibility of each Board member to secure their own airline reservations.
      d. Air travel should be at the least expensive accommodations available for the flight.
      e. Fees for special considerations such as priority check-in or seat upgrades will not be reimbursed.
      f. Checked baggage fees will be reimbursed by the District for the initial (first) bag only, with original receipt.
      g. Receipts for airfare must be presented with the request for reimbursement.
      h. Mileage reimbursement for travel to and from the airport will be limited to the cost of round trip mileage from the district's central office building (1221 E. Kingsbury) to either the San

Antonio International or Austin International Airport, regardless of the home departure location or what airport the trip originates from.

If the Board Member intends to seek reimbursement for costs associated with out of the ordinary training, conferences or involvement, the Board Member must seek pre-approval by the Board. The request and motion should include the dates and location of the event, the purpose and benefit to the district, the estimated total dollar amount of costs, including registration, travel, lodging, etc. The board member will provide a summary report to the board at the next regularly scheduled meeting.

Related Policies: BBD (LEGAL) (LOCAL) (EXHIBIT)

NEW MEMBER ORIENTATION/BOARD TRAINING REQUIREMENTS

A. The Board must meet minimum annual requirements for training for the period between Jan 1 and December 31.

B. For new Board members, the training requirements include:
   1. New Board Member Orientation. This training will take place no later than four weeks after taking the oath of office.
      a. Orientation will include but not be limited to: Geographic area, Campus attendance boundaries, Number of students, teachers, and other employees, Number of campuses and their enrollment, Student demographics, Administrative structure and directory of key personnel
      b. Overview of roles and responsibilities of the board and Superintendent
      c. Required continuing education and calendar of training opportunities
      d. Current team improvement goals and continuing education targets
      e. Annual board agenda calendar
      f. Calendar of district and board events
      g. Current board operating procedures
   2. Within three months, an overview of district programs and operations such as:
      a. District vision, mission, goals and plans including: District planning and evaluation process and calendar; and the most recent Texas Academic Performance Reports (TAPR), campus report cards, and district annual report
      b. District budget overview including: Current adopted budget summary; Recent trends in revenue, appropriations, tax rates, property values; Annual financial audit; Budget development process and calendar
      c. Overview of district curriculum objectives, standards, and instructional programs
      d. Safety and Security Training
      e. Policy development and review process and location of manuals
      f. Personnel hiring practices and salary schedule
      g. Superintendent performance goals, current assessment instrument, process and calendar
   3. Orientation to the Texas Education Code
   4. One hour of training in the Texas Open Meetings Act and Public Information Act
   5. Three hours of Team Building Training with the Board and Superintendent
   6. Ten hours of additional continuing education credits
   7. TASB's Texas Trustee Institute

C. For experienced Board members, the training requirements include
   1. Update to the Texas Education Code
   2. Three hours of Team-Building with the Board and Superintendent; and
   3. Five hour of additional continuing Education Credits

Related Policies: BBD (LEGAL)

V. COMMUNICATION

REQUESTS FOR INFORMATION NOT RELATED TO MEETING AGENDAS

A. Communicate all individual requests for detailed or sensitive non-agenda information to the Superintendent.

B. The Superintendent will determine if the information requested is readily available or requires a report to be developed.

C. If written material is given in response to the request, all members will receive a copy.

D. If the request for information requires creation of a new report, the requesting member may ask to have the item be placed on a meeting agenda.

Related Policies: BBE (LEGAL) (LOCAL); GBA (LEGAL)

COMMUNICATION BETWEEN BOARD MEETINGS

A. The Superintendent will communicate with each Board member via weekly board information packets that will include information such as:
   4. District events
   5. Progress reports on board goals and directives
   6. Follow-up reports requested by a board member

B. The Superintendent will communicate requested information to all board members in as a timely manner as possible without interfering with the regular conduct of district business.

C. The Superintendent will meet with Board president as needed, or communicate by telephone, text messaging, and/or e-mail to inform him/her of district issues that may need to come before the Board for information or action.

D. The Superintendent will distribute any information requested by the board president to each member of the Board.

E. Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meeting Act.

F. Board members may not communicate with other individual board members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

G. Board members who wish to share information relevant to district business or issues before the board will relay the information to the board president or Superintendent for distribution to all members in the weekly Board information packets.

H. If a board member has a concern about any aspect of the Superintendent's duties or performance, he/she should go to the Superintendent and discuss the problem.

I. Board members will not reprimand or try to provide direction to staff. Directives to the Superintendent shall be in the confines of a duly called board meeting.

J. Board members will not attempt to exert pressure or influence the staff in order to coerce them into making particular recommendations or decisions.

K. Board members will not individually conduct interviews with prospective employees.

L. Individual board members cannot speak in an official capacity for the board outside the board room unless otherwise authorized by the board.

M. Board members will not give unsolicited recommendations in support of candidates for jobs throughout the district.

N. Board member will not direct personnel to consider vendors other than those recommended through the competitive bidding or proposal process.

Related Policies: BE (LEGAL); BJA (LOCAL)

COMMUNICATION WITH CAMPUSES AND DEPARTMENTS

A. Board members are encouraged to visit schools or attend school events as their time permits.

B. As a courtesy, Board Members will inform the campus principal and the Superintendent's Office of any visits as much in advance as possible to accommodate courtesy of staff's time, unless the Board Member is attending a function to which he/she has been invited.

C. Board members will check in with the front office upon arrival at the respective campus following campus guidelines.

D. Board members may interact with any staff member or student during free periods, lunch, or recess.

E. Other than routine, daily obligations on a campus, Board members will not go unannounced to any district building, classroom, or departments.

F. Board members are not to go into teachers' classrooms or individual buildings for the purposes of evaluations or investigations.

G. Board members may not give any advice or direction to any staff or student except when safety or liability is immediately at risk.

H. 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 when visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than as members of the board.

I. Board members will not request nor accept extraordinary consideration for their students.

Related Policies: BBE (LOCAL)

COMMUNICATION WITH THE MEDIA

A. The Superintendent shall be the official spokesperson to the media on issues of media attention.

B. A board member who receives a call from the media requesting information, comments, or an interview regarding district business will direct them to the Superintendent, and he/she will notify the board president of the call.

C. Board members retain the right to speak to the media as individuals.

D. If speaking to a media representative, a board member should clarify when speaking as an individual rather than as directed by the Board of Trustees. When speaking as an individual, the member will remind the media representative(s) of the position or action of the Board of Trustees as a body.

Related Policies: BJA (LOCAL)

COMMUNICATION WITH THE COMMUNITY

A. Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:

1. Relay information about district goals
2. Progress in a positive manner.
3. Listen politely and respectfully to comments.
4. If you know the answers to the questions, feel free to respond and answer the questions.
5. If you do not know the answers to the questions, forward the questions to the Superintendent and Executive Director of Communications.
6. The Executive Director of Communications will respond to the constituent with answers and include the Superintendent and all Board Members in the response.

B. The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.

C. When appropriate, signed letters addressed to the board or a board member will be forwarded to the president or the Superintendent for inclusion in the weekly board information packet.

Relate Policies: BBF (LOCAL); BJA (LOCAL)

RESPONSES TO EMPLOYEE

A. Listen briefly and respectfully; remain impartial.

B. Ask if the complainant has followed the "Chain of Command" outlined in district policy.

C. Remind the complainant of the board's responsibility to remain impartial regarding complaints that may ultimately be brought to the board on appeal.

D. If the complainant does not know the district's "Chain of Command", provide the following information:

"*Chain of Command*"

1. The complainant should first discuss problem with the authority closest to the problem. If the complainant did not receive the relief requested …..
2. The complainant should follow grievance procedures in policy to appeal to next level. If the complainant did not receive the relief requested …..
3. The complainant should go to the Superintendent.
4. If the complainant did not receive the relief requested …..
5. The complainant should bring the complaint to the Board of Trustees following one of the district policies listed below.

E. Board members will inform the Superintendent of complaints from staff and community.

F. The Superintendent will inform the board of the resolution of complaints referred by board members if they require Superintendent intervention.

Related Policies: BBE (LOCAL); DGBA (LOCAL); FNG (LOCAL); GF (LOCAL); BBF (LOCAL)

RESPONSES TO COMMUNITY

A. Listen briefly and respectfully; remain impartial.

B. Ask if the complainant has followed the "Chain of Command" outlined in district policy.

D. Remind the complainant of the board's responsibility to remain impartial regarding complaints that may ultimately be brought to the board on appeal.

D. If the complainant does not know the district's "Chain of Command", provide the following information:

"*Chain of Command*"

6. The complainant should first discuss problem with the authority closest to the problem. If the complainant did not receive the relief requested …..
7. The complainant should follow grievance procedures in policy to appeal to next level. If the complainant did not receive the relief requested …..
8. The complainant should go to the Superintendent.
9. If the complainant did not receive the relief requested …..
10. The complainant should bring the complaint to the Board of Trustees following one of the district policies listed below.

E. Board members will inform the Superintendent of complaints from staff and community.

F. The Superintendent will inform the board of the resolution of complaints referred by board members if they require Superintendent intervention.

Related Policies: BBE (LOCAL); DGBA (LOCAL); FNG (LOCAL); GF (LOCAL); BBF (LOCAL)

ELECTRONIC COMMUNICATION AND TECHNOLOGY RESOURCES

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the District's technology resources and shall agree in writing to allow monitoring of their use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

Electronic mail transmissions and other use of the District's technology resources by a Board member shall not be considered private. The Superintendent or designee shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

Board members who receive email communications and choose to respond in writing shall remind the sender that the Board member is responding only as an individual and not on behalf of the entire Board of Trustees. The Board member shall not make any commitment as to the District's position or response to the concern expressed and shall refer the sender to the Superintendent and the Executive Director of Communications so that the concern can be addressed by the appropriate staff member.

All responses to electronic communications shall be copied to the Superintendent and Executive Director of Communications. Board members are encouraged to use the Board President's email response below:

"On behalf of the Seguin ISD Board of Trustees, I am writing to acknowledge receipt of your email regarding [insert topic]. Pursuant to Board policies and practices, I have copied Superintendent Dr. Jack Lee, so that he will be aware of your concerns. I have also copied Emily Allen, Seguin ISD's Executive Director of Communications, on this response because she tracks issues concerning the District. The Superintendent or another district staff member will respond to your concerns and keep the Board informed of his actions regarding this matter."

"Seguin ISD Board members respect the right of employees, parents and community stakeholders to make comments and suggestions that affect Seguin ISD."

Related Policies: BBI (LEGAL) (LOCAL)

Under normal circumstances, violations of the above guidelines will result in a warning to the individual Board member by the Board as a whole. For repeated violations, or for violations which the Board determines to be sufficiently egregious to warrant more severe action, the Board may initiate a complaint with the Texas Education Agency or appropriate law enforcement. In extreme situations the Board may pursue legal action against, the individual Board member in order to protect the District and the Board from unnecessary exposure to legal liability.

After each Board election and before the regular November Meeting the Board will conduct an orientation session to review these guidelines and will reaffirm these guidelines so that each Board member will be aware of their existence, their duty to follow them, and the potential consequences of their failure to abide by them.

Approved by the SISD Board of Trustees: _____

_____ _____

Board President's Signature Board Secretary's Signature

February 2026; June 2022; April 2020; January 2019; January 2017; October 2016; April 2016; Revised November 2012

Upon receipt of the Board Operating Procedures, signature is requested from each Board Member.

_____ _____

Board Member's Signature Date