



Hitchcock Independent School District

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# Board of Trustees

## STANDARD OPERATING PROCEDURES

### HISD MISSION STATEMENT

The mission of the Hitchcock Independent School District is to produce contributing citizens prepared for lifelong learning, believing in our country, themselves, and their fellow man in our ever-changing world by providing a personalized, yet diversified, quality education through varied learning experiences with pride, participation, and performance in partnership with our community.

Approved by the Hitchcock ISD Board of Trustees: July 15, 2008

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## QUICK REFERENCE PHONE DIRECTORY

### Board of Trustees

Monica Cantrell, President	409-986-6852
Tom Ivey, Vice President	409-986-9211
Estelle Holmes, Secretary	409-370-1699
Pat Turner, Member	409-256-4535
Ted Robinson, Member	409-986-7973
Shirley Price, Member	409-986-6414
Dianne James, Member	409-986-5301

### Hitchcock ISD

<b>Administration</b>		
Mike Bergman, Superintendent		409-986-5514
Nina Conway, Business Official		409-986-5514
Susan Thompson, Curriculum Dir.		409-986-4461
<b>Campuses</b>		
Hitchcock High School	Larry Allen, Principal	409-986-5581
Crosby Middle School	Pat Fox, Principal	409-986-5528
Stewart Elementary School	Barbara Trahan, Principal	409-986-5561
<b>Departments</b>		
Kids First Head Start	TBA, Director	409-986-6633
Greater Gulf Coast Cooperative	Susan Bowles, Director	409-986-6331
Student Support Services	Randy Dowdy Director	409-986-5639
Technology	Gerald Hughes, Director	409-986-4461
Maintenance	TBA, Director	409-986-7810
HISD Nursery/After School Program	Debbie Barrett, Director	409-986-7962

## DEVELOPING BOARD MEETING AGENDA

Who can place items on agenda?

- Tentative agendas are created by the administration and presented to the Board.
- Board members must request to the Superintendent or Board President in advance any item they wish to have considered for placement on the agenda.
- In accordance with the Texas Open Meeting laws, no item can be placed on the agenda less than 72 hours in advance of the meeting except in an emergency as per the Texas Education Code.

Items that cannot be on the agenda

- All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meeting Law.
- Anything that violates right to privacy, i.e. Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the agenda.

Use of Consent Agenda

- Minutes of regular and special called board meetings and other items mutually agreed upon by board members.

## MEMBER CONDUCT DURING BOARD MEETINGS

Any time four or more Board members are gathered to discuss school business, it is considered a meeting.

Patrons shall address the Board as follows:

- During the public participation portion of the agenda, comments and concerns can be made to the Board of no longer than 5 minutes in duration if the participant has signed up to speak on the form provided by the district. [See BED (LOCAL)] Complaints for which other resolution channels are provided shall be directed through those channels.
- May comment on any item on the agenda during the public participation portion of the agenda if signed up to speak on the form provided by the district.

Board Response to Patrons Addressing the Board

- Board members can hear comments.
- Board President may direct administration to investigate item(s) and report to the Board at a designated meeting.
- Board President recognizes any Board member prior to that member asking clarifying questions.
- Board President designates time limits for patrons.
- Board members cannot respond to patrons during the meeting and are not required to respond at any time.

- Board members cannot deliberate or decide anything regarding a subject that is not included on the agenda. Only specific information or recitation of existing policy may be furnished in response to inquires.

#### Non-allowable Comments (Board/audience)

- The Board will not entertain comments on individual personnel in public session (employees or Board Members).
- The Board will not entertain comments on individual students in public session.

#### Hearings and Open Forums

- During hearings and/or open forums, the Board is assembled to gather input only.
- The Board will not answer questions or enter into a two-way dialogue except with their attorney in the case of an employee hearing.
- Rules for the open forum will be strictly adhered to:
  - Board will limit response to 5 minutes per testifier.
  - Board will accept written and/or oral testimony.
  - Board will not allow duplicate testimony.
  - Board President and/or board's attorney is sole judge.
  - Board will not allow any derogatory comments.

Board shall observe parliamentary procedures as detailed in Robert's Rules of Order or as spelled out in Board policy.

#### Discussion of Motions

- All discussion shall be directed solely to the business currently under deliberation.
- The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.

The Board President has the right to recognize a Board member prior to giving their comments. The President may make motions, second motions, and enter into debate.

## VOTING

The Board President will vote on all action items.

## CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A Board member should hear the citizen problem for full understanding of persons involved, date and place.
  - Repeat the problem verbatim to citizen.
  - Issue chain of command to citizens.
  - Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board. Board members do not and should not

investigate complaints.

- Refer citizen to appropriate person/chain of command. MUST GO THROUGH COMMAND CHAIN.
- Board member should refer complaint to the Superintendent within 72 hours.
- The Superintendent will respond to the citizen.
- Any citizen complaint not accompanied by name, signature, address, and phone number of complainant will not be considered by the Board and/or the administration.

## EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL

- The Board member will hear employee's problem for full understanding of persons involved, date and place.
  - Repeat the problem back verbatim to the employee.
  - Issue chain of command to the employee.
  - Remind the employee of the due process procedure and remain impartial. Board members do not and should not investigate complaints.
- Refer employee to appropriate person/chain of command. MUST GO THROUGH COMMAND CHAIN.
- Board member should talk with the Superintendent for any complaint within 72 hours relaying communication.
- The employee will hear from the Superintendent within a timely fashion unless the employee requests no response from the Superintendent or by mutual consent some other means of communication is utilized.
- Anonymous employee complaints will not be considered.

## VISITATION TO CAMPUS

- Same policy applies to all citizens, including board members.
- All transactions will go through the office. (Check-In)
- Visitors will be escorted to each of the various locations so that they may be located in the event of an emergency situation.
- Except for routine items with your child, you must call the principal before arriving on campus.
- The only exceptions to these rules are those approved by the Board in a called board meeting.
- Visitors violating the visitation policy will be escorted from the campus.

## COMMUNICATIONS

- Requests for information to the Superintendent from a Board member will be communicated to all Board members.
- The Board will keep the Superintendent informed via mail, telephone, and by E-mail.
- The Board will communicate with its community through public hearings, regular Board meetings, and publications.

- Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity outside the Boardroom.

## EVALUATION OF THE SUPERINTENDENT

- The Board President obtains input from all other members on the Board approved indicators.
- Evaluation is conducted by consensus in executive session.
- Summative evaluation will be conducted in January.
- Formative evaluation will be conducted in July.

## EVALUATION OF THE BOARD

- The Superintendent and Board evaluation are the same - TEAM OF EIGHT.
- Evaluation is conducted by consensus in executive session.
- Evaluation is conducted every February.

## CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

- Officers are nominated and elected annually following the reorganization of the Board after the May election.
- Election is held in May of each year.

## ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS *set down by State statute*

- No Board member or officer has authority outside the Board meeting.
- No Board member can direct employees in regard to performance of their duties.
- President:
  - Shall preside at all Board meetings.
  - Appoint committees
  - Shall call special meetings
  - Sign all legal documents required by law
- Vice President:
  - Shall act in capacity of President in absence of President.
- Secretary:
  - Insure that accurate records are kept.
  - Acting in absence of President and Vice President, the Secretary shall call the meeting to order and elect a President Pro-Tem.
  - Countersign all warrants.

## ROLE OF BOARD IN EXECUTIVE SESSION

- Board can only discuss those items listed on the executive agenda and as limited by law.

- Board must vote in public session.
- Information discussed during the executive session must remain confidential.

## MEDIA INQUIRIES TO THE BOARD

- The Superintendent 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 Superintendent. If the Superintendent is not available, call the Board President.

## ANONYMOUS PHONE CALLS/LETTERS

- The Hitchcock ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration.

## REVIEWING BOARD OPERATING PROCEDURES

- Standard Board Operating Procedures will be reviewed and updated, as needed, annually.

## PAGERS AND CELLULAR PHONES

- It is requested that during Open Session, as well as, Closed Session, that all pagers, cellular phones, and other disruptive devices be turned off.

## BOARD CONFERENCES AND CONVENTIONS PROCEDURES

Board members are appointed as representatives of the HISD Board to various organizations and attend those meetings by virtue of those appointments as delegates, trustees of the organizations, and as appointed representatives. Travel expenses will be paid by HISD.

Board members shall be encouraged to notify the Superintendent and his or her secretary in the event of an unavoidable cancellation of travel plans. After payments have been made, the Trustees shall reimburse the District for any expenses that are not recoverable. The Superintendent's secretary shall promptly notify the Board member of the costs to be repaid to the District.

The Board may attend, at district expense, the TASA/TASB Annual Conference, the NSBA Annual Conference, and one of the State Regional Conferences: Winter Governance Convention or TASB Summer Leadership Institute. Any other meeting at district expense must have prior Board approval.

## BOARD TRAVEL REIMBURSEMENT PROCEDURES

- I. Overnight travel within Texas
  - A. Meals \$50 per day
    1. Includes day of travel on each end of trip
      - \$10 for breakfast; \$15 for lunch; and \$25 for dinner
  - B. Lodging \$160 per night
    1. Use Texas Hotel Occupancy Tax Exemption Certificate (we do not reimburse for state tax)
    2. Hotel occupancy tax is reimbursable and is in addition to the \$160 per night (examples: city taxes sports tax, or county taxes)
- II. Non-overnight travel within Texas
  - Meals \$25 per day
- III. Mileage – number of miles traveled per the guide
  - A. Rate is determined by the prevailing State Mileage Rate
  - B. Coordination of travel – when more than one board member is traveling to same location only the driver may be reimbursed for mileage
- IV. Parking – may be reimbursed (Receipts are required for reimbursement.)
- V. Tolls – may be reimbursed (Receipts are required for reimbursement.)
- VI. Commercial air transportation – may not exceed the cost of the lowest available airfare (Receipts are required.)
- VII. Rental of motor vehicles – If two or more Board members are traveling together, they will have the option to rent a car at district expense. Must use HISD approved vendor. Call Purchasing Coordinator for list of vendors.
  - A. Currently this must be approved prior to travel by the Board of Trustees.
  - B. Includes applicable taxes and similar mandatory charges – does not include a charge for liability insurance supplement, personal accident insurance, safe trip insurance, or personal effects insurance.
- VIII. Receipts are required to be furnished for all travel, excluding meals.
- IX. Expense Reports - Are required for all travel.
  - A. All required receipts and proof of workshop/conference attendance are to be attached

to expense report and returned to Central Office.

- B. All refunds due the district, if any, are to be enclosed with expense report.
- C. Reimbursements for additional charges due HISD board member are to approved by Superintendent and requested via new purchase order explaining reason for additional expenses due board member. Receipts must be attached.