



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: 08/18/2015

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## QUICK REFERENCE PHONE DIRECTORY

### Board of Trustees

Monica Cantrell, Member	409-986-9224
Ted Robinson, Member	713-898-0087
Tom Ivey, Secretary	281-541-3159
Edward Wilson, President	832-621-6352
Tony Combs, Member	832-382-2846
Chad Allen, Member	409-739-5981
Shirley Price, Vice President	409-370-5843

### Hitchcock ISD

<b>Administration</b>		
Carla Vickroy, Superintendent		409-316-6545
Jennifer Donovan, Business Manager		409-316-6545
<b>Campuses</b>		
Hitchcock High School	Kellie Edmundson, Principal	409-316-6544
Crosby Middle School	Larry Allen, Principal	409-316-6542
Stewart Elementary School	Donette Line, Principal	409-316-6543
Hitchcock Primary School	Patrick Faour, Principal	409-316-6467
<b>Departments</b>		
Kids First Head Start	Ethel Gaines, Director	409-316-6541
Greater Gulf Coast Cooperative	Susan Bowles, Director	409-316-6546
Technology	Chris Armacost, Director	409-316-6540
Maintenance	Bryan Tacquard, Director	409-316-6549

## DEVELOPING BOARD MEETING AGENDA

Who can place items on agenda?

- § Agendas are created by the administration in consultation with the Board President.
- § Board members must request to the Superintendent or Board President in advance any item they wish to have considered for placement on the agenda.
- § Items requested that may require significant preparation time may, at the discretion of the Board President, be deferred to a future meeting.
- § In accordance with the Texas Open Meeting Act, 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 Government Code.

Items that may be placed on the Consent Agenda

- § Minutes of regular and special called board meetings and other routine items.
- § Acceptance of financial reports
- § Use of facilities
- § Routine bid recommendations

Consent Agenda Procedures

- § Any Trustee may ask the Board President to allow for an item to be individually considered.
- § When a member makes such a request, the Board President will announce that the requested item is removed from the consent agenda and will be considered individually.
- § Following action on the consent agenda, the Board President will allow questions or discussion on any item(s) removed from the consent agenda.
- § Following discussion, each individual item removed from the consent agenda will be voted on.

## MEMBER CONDUCT DURING BOARD MEETINGS

Four or more Board members discussing school business constitutes a meeting. Electronic communications between a quorum of Board members can constitute a meeting and may be prohibited by law.

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

The Board President shall:

- § Allow each Board member to speak on issues being considered
- § Halt discussion on items not listed on the agenda.
- § Have the same rights as any other Board member.

Board members shall:

- § Allow opposing viewpoints to be expressed.
- § Not speak without being recognized by the Board President
- § Be respectful of others.
- § Listen politely
- § Make no commitment on behalf of the Board of Trustees or District

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,
- § Board will not allow any derogatory comments.
- § Rules for the open forum will be strictly followed.

#### Board Response to Patrons Addressing the Board

- § Board members can hear comments.
- § Board members cannot respond to patrons during the meeting.
- § Board members cannot deliberate or decide anything regarding a subject that is not included on the agenda. Only a statement of specific factual information or recitation of existing policy may be furnished in response to inquiries.
- § A Board member may request that the subject matter of the public comments be placed on an agenda for a future meeting.

#### 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.
- § The Board will not entertain comments on issues that are otherwise subject to the District's grievance policies (DGBA, FNG, GF)

#### Hearings and Appeals

- § During hearings and appeals, 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.
- § Board members will remain impartial
- § Board members will only consider items raised during the hearing.
- § Board members will recuse themselves if they have a conflict.
- § Board members will follow the instructions of the presiding officer.

#### 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.

## CITIZEN/EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

The Board member will remind the citizen/employee of due process and that the Board member must remain impartial in case the situation goes before the Board. The Board member will let the citizen know that the Board member should not get involved in the situation because the Board member may be required to recuse themselves in the event a complaint is brought before the Board of Trustees. Board members do not and should not investigate complaints.

- § Board members will refer the citizen/employee to the appropriate grievance policy
- § Board members will refer citizen/employees to appropriate person/chain of command.
- § Board member should notify the Superintendent of the complaint within 72 hours of the complaint/request.
- § If appropriate and in accordance with Board policy, the Superintendent will respond to the citizen/employee.
- § 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.

## BOARD MEMBER VISITATION TO CAMPUS

- § This procedure applies to all citizens, including board members.
- § Unless discussing their child, Board members may visit any campus after checking with the principal about the best time to visit. Board members should notify the Superintendent of their scheduled visit.
- § Board members must follow the same check-in procedures as all other visitors.
- § Board members may interact with any staff member or student during lunch or recess as long as they do not disrupt the learning process.
- § Board members may not give any direction to any staff or students.
- § Board members may not evaluate or observe teachers.
- § Visitors/Board members will be escorted while on campus.
- § Visitors/Board members violating the visitation policy will be escorted from the campus.
- § The only exceptions to these rules are those approved by the Board in a called board meeting.

## 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 the community through public hearings, regular Board meetings, and publications.
- § Unless otherwise approved by Board action, 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.

## 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 after the May election.
- § Election is held in May of each year.

## ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

- § No Board member or officer has authority outside the Board meeting, unless authorized by Board action.
- § No individual Board member can direct employees, including the Superintendent, 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 or Board action
- § Vice President:
  - § Shall act in capacity of President in absence of President.
- § Secretary:
  - § Ensure 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, calls should be directed to 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.

## CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

- § It is requested that during Open Session, as well as, Closed Session, that all cellular phones, electronic devices, 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. Preapproved travel expenses will be paid/reimbursed 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.

In the period from May 1 to April 30, 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. Two (2) travel events are allowed per year, with a maximum of three (3) travel events per year **with prior Board approval**. Failure to receive prior Board approval for travel, will result in non-reimbursement of travel expenses.

## BOARD TRAVEL REIMBURSEMENT PROCEDURES

### **Travel**

- A. Meals—according to the State Travel Reimbursement Rate provided by the Texas Comptroller's Office (State Rate)



- B. Lodging—according to the State Rate. Hotel rates over the State Rate will require approval from the Superintendent and proof that the least expensive hotel is being requested.
- C. Mileage—according to the State Rate.
- D. Parking—may be reimbursed (receipts are required).
- E. Commercial air transportation—may not exceed the cost of the lowest available airfare (receipts are required).
- F. 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.
  - 1. Currently this must be approved prior to travel by the Board of Trustees.
  - 2. Includes applicable taxes and similar mandatory charges—does not include safe trip insurance or personal effects insurance.
- G. Receipts **are required** to be furnished for all travel, excluding meals.
- H. Expense Reports—are required for all travel.
  - 1. All required receipts and proof of workshop/ conference attendance are to be attached to expense report and returned to Central Office, Purchasing.
  - 2. All refunds due the district, if any, are to be enclosed with the expense report.
  - 3. Reimbursements for additional charges due HISD board member are to be approved by the Superintendent and requested via new purchase order explaining reason for additional expenses due board member. Receipts must be attached.

**I have read and will abide by the approved Board of Trustee Standard Operating Procedures.**

\_\_\_\_\_  
**Board Member’s Signature**

\_\_\_\_\_  
**Date**