

**LIVINGSTON INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES  
OPERATING PROCEDURES**

**PREAMBLE**

It is essential to the smooth and efficient functioning of the District that board members thoroughly understand and adhere to their proper role, which is to govern and oversee the management of the District. Board members may not attempt to exercise individual authority over the school district, and members' interactions with the Superintendent or staff must recognize the lack of authority vested in individuals except when explicitly Board authorized. Board members are prohibited from participating in the day-to-day operations of the school district. The governance framework for Livingston ISD is set forth in Board Policy and the Livingston ISD Board Code of Conduct and Board Operating Procedures.

In addition to, and in conjunction with the Livingston Board Code of Conduct, the following procedures will govern the conduct of the Livingston ISD Board of Trustees.

1. DEVELOPING BOARD MEETING AGENDA

A. Who can place items on the agenda?

1. Tentative agendas are created by administration and presented to the Board President one targeted week in advance of the meeting.
2. Board members must request to the Board President in advance any item they wish to have considered for placement on the agenda.
3. In consultation with the Board President, the Superintendent shall prepare the agenda for all board meetings. Before the official agenda is posted for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the agenda before posting, the President shall ensure that any topics the Board or individual trustees have requested to be addressed are either on the agenda or scheduled for deliberation at an appropriate time in the future.
4. The deadline for submitting items for inclusion on the agenda is noon on the fifth day before regular meetings and noon on the third day before special meetings.
5. In accordance with the Texas Open Meetings laws, no member can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as per Texas Code.

B. Items that cannot be on the agenda

1. All personnel issues must be conducted in a closed executive session unless specifically required to be heard in open session by the Texas Open Meetings Act.
2. Anything that violates right to privacy, i.e., Texas Open Meetings Act, Texas Open Records Act, cannot be placed on the agenda.

C. Use of Consent Agenda

1. Items to be considered on consent agenda.
  - Financial Information
  - Budget Amendments
  - Minutes of Regular and Special Board Meetings
  - Annual renewals of ESC and T.E.A. items

- Routine bid recommendations
  - Over \$500 tax refunds
  - Gifts, donations and bequests
  - TASB Board Policy Updates
  - Overnight student trips
2. Who can remove items from the consent agenda?
- To remove an item from the consent agenda, a board member may move that the consent agenda be approved with the exception of the particular item. That item is then acted upon separately.

## 2. MEMBER CONDUCT DURING BOARD MEETING

(Any time four or more board members are gathered, it is considered a meeting)

### A. Patrons addressing the Board

1. Audience participation at a board meeting is limited to the public comment portion of the meeting in accordance with Board Policy BED (LOCAL).
2. At regular meetings, the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

### B. Board response to patrons addressing the Board

1. Board members may hear comments, but shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
2. Board members may state specific factual information or may recite or furnish existing policy in response to patron inquiries.

### C. Discussion of employee performance (Board/audience)

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

### D. Hearings and Open Forums

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

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

1. A copy of Robert's Rules of Order will be provided to each Board member.

### F. Discussion of motions

1. All discussion shall be directed solely to the business currently under deliberation.
2. 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.

### G. The Board President has the right to recognize a board member prior to that member giving his/her comments.

3. VOTING
  - A. The Board President will vote on all action items
  - B. In the case of a tie vote, the item is tabled and returned on the next agenda as an action item.
4. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORTS
  - A. An individual board member may request the development or creation of a new report or new information in a regular board meeting by majority vote of the board.
  - B. The Board may request readily available information at any time.
  - C. The Superintendent will gather the information and/or report and disseminate in a timely manner to the entire Board
5. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER
  - A. The Board member should hear the citizen's problem for full understanding of persons involved, date, and place.
    1. Repeat the problem back verbatim to citizen
    2. Issue chain of command to citizen
    3. Remind the citizen of due process and that the board member must remain impartial and uninvolved in case the situation goes before the Board, otherwise board member may be excluded from voting on the issue.
  - B. Refer citizen to appropriate person/chain of command.  
MUST GO THROUGH CHAIN OF COMMAND
  - C. Board member should talk to Superintendent within 24 hours.
  - D. The Superintendent will respond in a timely fashion.
6. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER
  - A. The board member should hear employee's problem for full understanding of persons involved, date, and place.
    1. Repeat problem back verbatim to employee
    2. Issue chain of command to employee
    3. Remind the employee of due process and that the board member must remain impartial and uninvolved in case the situation goes before the Board, otherwise board member may be excluded from voting on the issue.
  - B. Refer employee to appropriate person/chain of command  
MUST GO THROUGH CHAIN OF COMMAND
  - C. Board member should talk to Superintendent within 24 hours relaying communication.
  - D. The Superintendent will respond in a timely fashion unless the employee says contact from the Superintendent is not necessary.
7. BOARD MEMBER VISIT TO SCHOOL CAMPUS
  - A. All board members are encouraged to attend any school's events as their time permits.
  - B. Board members are not to go unannounced into teacher's classrooms or individual buildings for the purposes of evaluation.
  - C. Board members should notify the Superintendent or building principal of their visits.
8. COMMUNICATIONS
  - A. Superintendent will communicate with all board members via phone, email, or mail as needed.
  - B. Superintendent will meet board members on a routine basis, targeting once a month, to discuss issues of the district.

- C. Superintendent will communicate information in a timely fashion to all board members.
- D. Board will keep the Superintendent informed via telephone, text, email, or mail.
- E. Board will communicate with its community through public hearings, regular board meetings, and regular publications.
- F. Individual board members cannot speak in an official capacity outside the board room.

9. EVALUATION OF THE SUPERINTENDENT

- A. The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description and performance goals adopted by the Board.
- B. The board president obtains input from all other members on board approved performance indicators.
- C. Evaluation of the Superintendent is conducted in closed executive session
- D. Evaluation will be conducted every June, or at more frequent intervals by consensus of the Board.

10. EVALUATION OF THE BOARD

- A. The Superintendent and Board evaluation are the same...TEAM OF EIGHT
- B. Evaluation is conducted in closed executive session by consensus.
- C. Evaluation is conducted every July, or at more frequent intervals by consensus of the Board.

11. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

- A. Board members shall submit written nominations for President to the Board Secretary prior to the reorganizational board meeting.
- B. If possible, no board member may hold the office of President without three years board experience, or any other office without two years board experience.
- C. Officer election is held in November of each year

12. ROLE AND AUTHORITY OF BOARD MEMBER AND OR BOARD OFFICERS

- A. No board member or officer has authority outside of the board meeting.
- B. No board member can direct employees in regard to performance of their duties.
- C. President:
  - 1) shall preside at all board meetings
  - 2) shall appoint committees
  - 3) shall call special meetings
  - 4) shall sign all legal documents required by law
- D. Vice President:
  - 1) shall act in the capacity of President in the absence of the President
- E. Secretary:
  - 1) shall keep accurate record of board meetings
  - 2) acting in the absence of the President and Vice President, the secretary shall call meeting and election for president Pro-Tem
  - 3) shall counter sign all warrants and legal documents as required by law

13. ROLE OF BOARD IN CLOSED EXECUTIVE SESSION

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

14. MEDIA INQUIRIES TO THE BOARD

- A. The Board President, or his/her designee, shall be the official spokesperson for the Board to the media/press on issues of media attention.
  - 1. All board members who receive calls from the media should direct them to the Board's spokesperson and notify the Board President and the Superintendent of the call.

15. ANONYMOUS PHONE CALLS/LETTERS

- A. The LISD 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.

16. REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed and updated as needed, with the month of July as the target month.