



Board–Administration Operating Procedures

The Superintendent and the Board function as a Team. A structured approach to developing a District vision 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, the Superintendent and staff provide the leadership to implement Board policies.

The Belton ISD Board of Trustees adopts these guidelines as Operating Procedures to effectively communicate with staff and patrons of the District.

Board-Administration

Belton ISD

Trustees

Randy Pittenger	Board President
Mike Cowan	Vice President
Sue M. Jordan	Secretary
Jason Carothers	Trustee
Amanda Winkler	Trustee
Leo Camden, Jr.	Trustee
Jeff Norwood	Trustee

Administration

Dr. Susan Kincannon	Superintendent
Dr. Deanna Lovesmith	Assistant Superintendent for Curriculum & Instruction
Phil Haggerty	Assistant Superintendent for Business Services
Dr. Merl Brandon	Assistant Superintendent for Student Services & Administration
Todd Schiller	Executive Director of Human Resources
Angela Tekell	General Counsel
Dr. Charla Trejo	Executive Director of Campus Leadership

Operating Procedure Review

These operating procedures will be reviewed annually by the Board and Administration. Following review and any adjustments to reflect current practices, they will be presented to the Board for consideration.

Agenda Preparation

- The Board President and the Superintendent jointly create the agenda with input from the rest of the Board.
- Two standing agenda items will be at the end of each meeting agenda:
 - “Issues/concerns for future agenda or administrative reports.”
 - “Future events.”
- Questions that concern non-agenda items will be addressed, when appropriate, in an administrative report from the Superintendent.

Board Member Requests for Information Not on the Agenda

- Questions from Board members concerning non-agenda information will be answered, when appropriate, in an administrative report by the Superintendent.
- or
- May be placed on a future Board meeting agenda.
 - Updates will be provided as needed by the Superintendent by courier, email or postal mail. Board members will notify the Superintendent when answers to their questions are not forthcoming from the contact person in the time promised.

Board Member Requests for Information on an Agenda Item

- As much as is possible, Board members will submit their requests in advance of the meeting to the contact person listed on the agenda cover sheet and/or the Superintendent.
- Answers to questions on agenda items submitted before the Board meeting will be brought to the meeting and shared with the entire Board when appropriate.
- At the end of each meeting, a list of unanswered questions from Board members will be provided to the Superintendent.

- The Board President will regularly check with each Board member to ensure that his/her questions are being answered.

Board Member Response in Public Participation Section of the Board Meeting

- Board members will be attentive to speakers who come before the Board in the public participation segment of the meeting.
- Board members will refrain from demonstrating negative non-verbal communications.
- The Board President will share specific expectations/guidance with the Board and the public prior to the public participation segment of the Board meeting.

Role of the Board in Closed Sessions

- The Board may only discuss those items listed for closed session agenda and as allowed by law.
- The Board must vote in open session.
- Information discussed during closed session shall remain confidential.

Evaluation of the Superintendent

- The evaluation of the Superintendent will be done in accordance with state law and Board policy.
- The Board President obtains input from all Board members for the Superintendent's evaluation.
- The Superintendent's evaluation is conducted in closed session.

Meeting Minutes

- Board minutes from the previous meeting will be placed in the Board packet for approval at the next regular given Board meeting.
- Approved Board minutes will be posted on the District website.

Board Committees

- The Board will for the most part, function as a committee as a whole in a workshop meeting to review and discuss key issues, but may from time to time create committees to facilitate the efficient operation of the Board as it deems necessary.
- All workshops will be posted in accordance with the Open Meetings Act.

Communication

How serious does information need to be before it is communicated to the Board?

- It must be important to the District. It may be fact or rumor.
- The information could be one of District liability, staff, or student risk or safety.
- It will be communicated to Board members in accordance with the Open Meetings Act.
- The Board requests that the communication include answers to the following questions:
 - What is being done about the issue?
 - How and when was the issue resolved?
- All information is to be shared equitably with all members of the team in an appropriate/ethical manner.

Board Member Communication with the Media

- The team strives to maintain a positive relationship with the media.
- The Superintendent or his/her designee shall be the official spokesperson for the District to the media on issues of media attention.
- The Board President or his/her designee shall be the official spokesperson for the Board to the media on issues of media attention.
- In speaking as an individual, the Board member should:
 - 1) Clarify that he/she is speaking as an individual and not for the Board, and
 - 2) Remind the media representative(s) of the position or the action of the Board of Trustee related to the issue in question.

Citizen Request/Complaint to Individual Board Members

- The Board member presented with a request or complaint outside the Board meeting shall receive enough information in order to be able to understand the nature of the request or complaint.
- The Board member shall then refer the citizen to the appropriate administrator as appropriate.
- The Board member shall not become individually and personally involved in the request or complaint.
- The Board member must remind the citizen of their role and that as a Board member they must remain impartial in the event the situation comes before the Board.
- The Board member shall notify the Superintendent as soon as possible of the request or complaint. (e.g., even if the Board member refers the patron to the appropriate administrator to resolve the complaint, the Board member should advise the Superintendent of the referral).
- The Superintendent will ensure that the citizen is contacted in a timely manner. Board members will be notified of the disposition of the complaint if appropriate as deemed by the Superintendent.

Building Trust

- As much as possible, Staff needs to know the questions in advance of the Board meeting.
- Care enough to confront a fellow Board member if he/she is inappropriate.
- Provide the same information to all the Board and the staff in an appropriate and timely manner.
- Board members will read their packet in advance.
- Staff will provide supportive data for Board decision-making.
- The agenda item cover memo will be used by staff to guide their work in supplying adequate and clear information on agenda items.
- The Board may table an item that does not have supportive data.
- The Board and Superintendent and staff will be open and respectful of each other.

Guidelines for Skillful Team Discussion

- Allow equal voice.
- Listen to understand.
- Allow one speaker at a time.
- Be brief and to the point.
- Take responsibility for yourself.
- Strive for consensus.

Board Attendance at District Events

- The Board will be provided weekly updates of calendar events and sent calendar invitations when available.
- Board members will show support of key events through their attendance at those events as representatives of the Board.

Board Training

- The Board will participate in required annual team building training.
- The Board is committed to attend required training and will strive to annually attend a conference together with the goal of 100% participation by the Board and Superintendent.

These Operating Procedures were reviewed at a meeting of the Board of Trustees on the 18th day of July, 2016, with final approval at a meeting of the Board of Trustees on the 15th day of August, 2016.



Randy Pittenger, President



Sue M. Jordan, Secretary