

# Board Operating



# Procedures

Pleasant Grove Independent School District  
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## Board Operating Procedures Pleasant Grove Independent School District

In effective school systems, the Superintendent and the Board function as a “Team of Eight.” A structured approach to developing a vision for the district 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, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Pleasant Grove Independent School District Board of Trustees and Superintendent function as a “Team of Eight” to provide open communication to the staff and patrons of the district.

The Pleasant Grove Independent School District Board of Trustees adopts these guidelines as standard Operating Procedures to effectively communicate with staff and patrons of the district. The Pleasant Grove Independent School District Board of Trustees will hold its regular meeting on the second Thursday of the month at 5:30 p.m. in the Central Services community room.

### I. Ethics

- A. Board members shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:
  - 1) Equity in Attitude
    - a. Be fair, just, and impartial in all decisions and actions.
    - b. Accord others the respect wished for self.
    - c. Encourage expressions of different opinions and listen with an open mind to ideas of others.
  - 2) Trustworthiness in Stewardship
    - a. Be accountable to the public by representing District policies, programs, priorities, and progress accurately.

- b. Be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
  - c. Work to ensure prudent and accountable use of District resources.
  - d. Make no personal promise or take private action that may compromise my performance or my responsibilities.
- 3) Honor in Conduct
- a. Tell the truth.
  - b. Share views while working for consensus.
  - c. Respect the majority decision as the decision of the Board.
  - d. Base my decisions on fact rather than supposition, opinion, or public favor.
- 4) Integrity of Character
- a. Refuse to surrender judgment to any individual or group at the expense of the District as a whole.
  - b. Consistently uphold all applicable laws, rules, policies, and governance procedures.
  - c. Not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- 5) Commitment to Service
- a. Focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
  - b. Diligently prepare for and attend Board meetings.
  - c. Avoid personal involvement in activities the Board has delegated to the Superintendent.
  - d. Seek continuing education that will enhance my ability to fulfill my duties effectively.

- 6) Student-Centered Focus
  - a. Be continuously guided by what is best for all students of the District.

## II. Developing Board Meeting Agenda

### A. Placing items on agenda

- 1) The tentative agenda is created by the administration and presented to the Board President.
- 2) Board members must request through the Board President or Superintendent in advance any item they wish to have considered for placement on the agenda.
- 3) The Board President shall place an item on the agenda if the item is requested by any Board member.
- 4) In accordance with Texas Open Meeting Law, no member can place an item on the agenda after noon on the third calendar day before the meeting, except in an emergency as per Texas code.
- 5) Board agendas will be ready for review 72 hours in advance of a regular meeting.

### B. Items for Executive Session

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

### C. Use of consent agenda—Item(s) may be removed from the current agenda at the request of any Board member.

- 1) Minutes of regular and special Board meetings
- 2) Annual renewal of Region VIII agreements

**III. Member Conduct during Board Meetings**  
**(Four members present constitutes a quorum for a meeting)**

- A. Persons addressing the Board through audience participation:
- 1) Through the audience participation portion of each regular board meeting, a person may address the Board. The person shall complete a note card located inside the meeting room and give the card to the Board president before the meeting begins.
  - 2) If five (5) persons sign up to address the Board on a single item, a spokesperson will be selected to speak for the group of five.
  - 3) The Board president shall recognize persons who sign up to address the Board and shall state the amount of time allotted to each person.
- B. Response to persons addressing the Board through audience participation:
- 1) The Board president, when necessary, may direct the Superintendent to investigate item(s) and report back to the Board through transmittal or at a designated meeting.
  - 2) The Board president may request the superintendent, at a later time, to contact the individual and respond to the concerns expressed.
  - 3) The Board president may refer the individual to the appropriate complaint policy.

- C. Discussion of individual employees or students by the Board or audience.
- 1) The Board will not entertain negative comments on individual employees in public session.
  - 2) The Board will not entertain negative comments on individual students in public session.
- D. Member conduct during Public Hearings
- 1) During public hearings, the Board is assembled only to gather information.
  - 2) Rules for the public hearing will be strictly adhered to:
    - a. Board will limit oral testimony to five minutes per testifier.
    - b. Board will accept written (signed) or oral testimony.
    - c. Board will not allow duplicate testimony.
    - d. Board will not allow any derogatory comments.
- E. Board member conduct during Level III Grievance Hearing (legal and local)
- 1) During Level III grievance hearings, the Board is assembled to hear and consider the information presented and make a decision regarding disposition of the complaint.
  - 2) The grievance presentation may be in closed session (if appropriate).
  - 3) The president will insure that the written complaint and the administration's written responses (Levels I and II ) are distributed to the Board.

- 4) The president will state that a tape recording is being made of the hearing.
- 5) The president will ask the participants to state their names.
- 6) The president will allot a specified number of minutes for both the complainant and the administration to make presentations to the Board.
- 7) The president will provide for rebuttal testimony.
- 8) The president will ask the Board if any Board member has questions for either party.
- 9) The president will state the Board's options for action regarding the Level III grievance.
- 10) If the meeting was closed, the president may ask the grievant and representatives to be excused so that the Board may deliberate.
- 11) If the meeting was open, the board must receive the grievant's consent to deliberate in a closed session.
- 12) The Board may discuss the evidence and deliberate regarding its decision.
- 13) Throughout the decision-making process, the Board shall consider only the information presented by the grievant and the administration at the Level III hearing.
- 14) The Board will conclude the closed session (if appropriate).
- 15) In open session, the president will ask for a motion regarding disposition of the grievance presentation.

F. Board shall observe the parliamentary procedures in Robert's Rules of Order (newly revised).

- 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.
- 3) The Board President has the right to recognize a Board member prior to giving their comments.

#### IV. Voting

- A. The Board President will vote on all action items.

#### V. Individual Board member Request for Information or Reports

- A. Individual members shall seek access to records or request copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to individual Trustees, the provider shall inform the Superintendent of the records provided.
- B. Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.
- C. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the Board.
- D. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting.

**VI. Citizen Request/Complaint to Individual Board Member**

- A. The Board member should hear the full complaint for understanding of person involved, date, time, and place.
  - 1) Repeat problem back to citizen
  - 2) Issue chain of command to citizen
  - 3) Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
- B. Refer citizen to appropriate person in the chain of command.
- C. The administrators shall communicate with the citizen in a timely manner and follow up with the Superintendent, if necessary.

**VII. Employee Request/Complaint to Individual Board Member**

- A. The Board member will hear employee's problem for full understanding.
  - 1) Repeat problem back to employee.
  - 2) Issue chain of command to employee.
  - 3) Remind employee of the due process procedure and remain impartial.
- B. Refer employee to appropriate person in the chain of command.
- C. Board member must talk with Superintendent or designee within a timely fashion.

**VIII. Board Member Visit to School Campus**

- A. Board members are encouraged/expected to attend PTA and other special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
- C. Board members must follow district procedure when visiting schools.

**IX. Communications**

- A. Superintendent will meet with the Board President on an as needed basis.
- B. Superintendent will communicate with all Board members via periodic transmittals.
- C. Superintendent will communicate information in a timely fashion to all Board members.
- D. Requests to Superintendent from Board President will be distributed to all Board members.
- E. Board members will keep Superintendent informed via telephone calls, faxes, e-mail, or personal visits.
- F. Board members will communicate with the community through public hearings, regular Board meetings, and regular publications.
- G. Individual Board members cannot speak in an official capacity outside the Board room.

**X. Evaluation of Superintendent**

- A. The Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation. This will be established each year in January.
- B. Evaluation is conducted in executive session.
- C. Summative evaluation of the Superintendent will be conducted during the first calendar quarter of the calendar year.

**XI. Evaluation of the Board**

- A. Evaluation of the Board is an assessment of completion of goals established by the Board and working relationship with the Superintendent.

**XII. Criteria and Process for Selecting Board Officers**

- A. Board elections are held on the uniform election date in November.
- B. Candidates for the President of the Board, Vice President and Secretary must have at least one year experience on the Board.

**XIII. Role and Authority of Board Member and/or Board Officers  
(Set down by state statute)**

- A. No board member or officer has authority outside the Board meeting.

- B. No Board member can direct employees in regard to performance of duties.

C. The Board President shall:

- 1) Preside at all Board meetings
- 2) Appoint committees
- 3) Call special meetings
- 4) Sign all legal documents required by law

D. The Vice President shall:

- 1) Act in capacity of President in the absence of the President.

E. The Secretary shall:

- 1) Cause the keeping of an accurate record of Board meetings.
- 2) Call meetings and act in the capacity of the President, in the absence of the President and Vice President.

**XIV. Role of Board in Executive Session**

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

## **XV. Media Inquiries to the Board**

- A. The Board President 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 President or designee.

## **XVI. Anonymous Phone Calls and/or Letters**

- A. The Pleasant Grove 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. Confidentiality is strictly maintained when possible.

## **XVII. Compensation and Expenses**

- A. An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board. Board member allowances for meals and travel shall be at the rate set for staff.
- B. Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

- 1) Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
- 2) Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

- C. For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

## **XVIII. Reviewing Board Operating Procedures**

- A. Standard Board Operating Procedures will be reviewed and updated each year and will be part of Board training.

# **Pleasant Grove Independent School District**

## **Board of Trustees**

Mr. Chris Barker                      Dr. Mark Addington  
Mr. Ross Sarine                      Mrs. Lorie Son  
Mrs. Kathleen Young                Mrs. Amy Damron  
   Mrs. Brandy Eldridge

## **Superintendent**

Mr. Chad Pirtle

## **Director of School Services**

Mr. Bill Harp

## **Director of Finance**

Mr. Derick Sibley

## **Mission Statement**

The mission of Pleasant Grove Independent School District, in collaboration with the community, is to ensure high levels of learning for all students.