

## NISD TEAM OPERATING PROCEDURES

### Team Operating Procedures Agreement

1. These procedures are an understanding among Trustees and between the Board of Trustees and the Superintendent. These procedures do not supersede adopted Board Policy, but are to be used only as a guide.
2. The Board will review once a year the Board Policy (LOCAL and LEGAL) pertaining to Governance and the Team Operating Procedures. This review should take place as soon as possible after the election of new Trustees.
3. Any Board member may propose additions, changes, or modifications to these procedures.
4. A Board Policy can be brought before the Board in open session. The policy can then be reviewed and discussed in an open meeting for possible revision.
5. 100% of the team must agree to any changes of the Team Operating Procedures.

#### **I. Candidate/New Board Member Orientation**

- A. The Board/Superintendent will conduct a pre-election information meeting with all school board candidates to inform them of training regulations, form filings, Board activities calendar, and first few meeting and retreat dates.
- B. The Superintendent will conduct the District Orientation for the new Board members. This orientation should include sessions with personnel from the areas of Instruction, Finance, Facilities, Communications, and Administration and, in addition, the Superintendent will communicate information on TASB New Board Member Training. [See Policy BBD (LOCAL)]
- C. The Superintendent will coordinate a meeting for the new Board members with members of the Superintendent's Cabinet.
- D. The Board President will schedule a Board/Superintendent Team Building Retreat following the election.
- E. Following Board elections, there will be a called meeting to install new members and to discuss roles and responsibilities.

## II. Meetings

- Regular meetings will be held the 4<sup>th</sup> Tuesday of each month.
- The second Tuesday of the month will be used for Board retreats/ workshops, or formal called meetings if necessary.
- Emergency meetings may be requested following adopted Board Policy.

### A. Patrons addressing the Board

1. Patrons may address the Board on any item during the Citizens to be Heard portion on the agenda, or speak directly to an agenda item by registering prior to the meeting. The Board President will announce this requirement and allow time for citizens to register before beginning the meeting. A staff member will be responsible for the registration list.

### B. Guidelines for addressing the Board will be read by the Board President prior to Citizens to Be Heard.

1. Comments are limited to three minutes. This rule may be waived by consent of the Board. [See Policy BED (LOCAL)]
2. The Board will accept written as well as oral information.
3. Groups of more than three people wishing to address the same item will be encouraged to appoint one person to represent the group's view to the Board.

### C. Board response to patrons addressing the Board [See Policy BED (LOCAL)]

1. Board members may present specific facts or existing policy.
2. The Board will not deliberate, discuss or make a decision on any subject that is not on the meeting agenda.
3. The Board President may direct the Superintendent to cause items to be investigated and reported back to the Board at a designated meeting or through other communication.

4. Board members who need additional information will direct their request to the Superintendent.
  5. The Board President shall not allow negative comments to be made about individuals.
- D. The Board shall use parliamentary procedure as a guide for conduct of Board business. [See Policy BE (LOCAL)]
- E. Discussion of Motions
1. All discussion shall be directed solely to the business currently under deliberation.
  2. All Board members will be recognized by the Board President prior to giving their comments.
  3. The Board President will allow each member an opportunity to speak before giving the floor to a Trustee who has already made comments about the agenda item.
  4. Trustees shall be courteous to each other and to the patrons addressing the Board.
  5. Trustees shall refrain from making statements to each other, to citizens addressing the Board or to the media that would be interpreted as critical of other team members. Statements should be made based on why Trustees personally support or oppose a motion, not in response to comments made by other team members.
  6. Except in cases of emergency, Trustees should not be requested by the Superintendent or members of staff to vote on an item in which there has not been adequate time to review all material. All material/information should be supplied in advance if possible, not on the day of the meeting.
  7. Once a vote is taken by the Board, each decision is an action by the whole and binding upon each member and should be supported by each member.

**III. Communication**

- A. The Board receives an information packet weekly from the Superintendent. In addition, informal communication by telephone, e-mail, or in person occurs between the Superintendent and individual Trustees and between individual Trustees. What one Trustee knows, all Trustees should know.
- B. The Superintendent, Board President, and Trustees will strive to make sure that all information is shared equally with all Trustees. No Surprises!
- C. The Board will communicate with the community through the District communication pieces, such as Lessons. Board members will also be encouraged to communicate with the public through public hearings, PTAs, and Civic Clubs, and regular/called Board meetings.
- D. Individual Trustees may contact staff members for general information without notice to the Superintendent. If the request is pertaining to a patron or employee complaint, or individual concern of a Trustee, the Superintendent should be notified that information is being requested.
- E. 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 regarding the preparation of reports shall be by Board action.
- F. Requests from individual Trustees for any action related to the operation of the school district should be directed to the Superintendent.
- G. Requests for information pertaining to agenda items shall be submitted as early as possible to allow administration time to prepare. The Superintendent shall inform the requesting member if their request can not be complied with prior to the meeting and the information shall be prepared as soon as possible.
- H. Any reports prepared for one member shall be delivered to the remaining members. [See Policy BBE (LOCAL)]

- I. Any correspondence on behalf of the Board should be viewed and approved by the Board prior to submission for publication.
- J. A Trustee should be aware of the implication if an individual Trustee submits a letter for publication. While a Trustee maintains all rights of a private citizen, the public may interpret the private opinion as expressing NISD official position.

#### **IV. School Visits**

- A. Individual Trustees are welcome to visit any school or District facility. The courtesy of advance notice to the principal or other administrator is appreciated. Trustees should check in with the Principal upon arriving at a campus, except when on campus in their role as a parent.
- B. The Superintendent will encourage schools to communicate to Trustees special events on their campuses.

#### **V. Complaints**

- A. The Board member will refer the citizen to the appropriate person/chain of command or to the complaint resolution procedure as described in the Student-Parent Handbook or Board policy.
- B. If the request or complaint involves activity that, in the opinion of the Board member, is of serious enough nature to be reviewed by the Superintendent, a summary of the situation should be forwarded to the Superintendent with all pertinent information. [See Policy BBE (LOCAL)]

#### **VI. Confidentiality of Materials**

- A. Board Packet information, marked "For Board Members Only" or "Confidential", is not to be shared with family members, community members, or school employees.

**VII. Board Travel [See BBG (LOCAL)]**

- A. Attendance at required training sessions and at the annual conventions of the Texas Association of School Boards (TASB) and the National School Boards Association (NSBA) qualifies for reimbursement. In order to qualify for reimbursement, all other Board member travel must be authorized by action of the Board.

**VIII. Creation of Board Activity Calendar**

- A. The Superintendent shall maintain a Board Activity Calendar, which lists campus and district activities to which Trustees are invited. Trustees are requested to notify the Superintendent's Secretary of planned attendance at any of the scheduled activities so that Board representation may be coordinated among Trustees to the extent appropriate.