



Board Operating Procedures

Approved: April 2025

It is the responsibility of the Board of Trustees, as a body corporate, to create policy for the school district, and it is the responsibility of the Superintendent and staff to manage and lead the district and ensure that the policies adopted by the Board are implemented. The seven elected Board members have voting authority. However, in effective school systems, the Superintendent and the Board function as a "Team of Eight." The Academy Independent School District Board Operating Procedures is intended to guide the Board and the Superintendent in the operation of this "Team of Eight" so that it may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the school district. The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district. In the event of perceived differences: Board Operating Procedures are superseded by local policies, which are superseded by Texas State laws, which are superseded by Federal laws. Nothing in this document is intended to be legally binding.

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ETHICS FOR SCHOOL BOARD MEMBERS

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.
- I will not take things personally.

Trustworthiness in stewardship

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance of my responsibilities.
- I will keep all confidential information shared by the Superintendent in private and not disclose it to a third party.
- I will communicate complaints/concerns to the Superintendent in a respectful manner.

Honor in conduct

- I will tell the truth.
- I will share my views while working for a consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.
- I will express my thoughts and decisions in a professional manner.
- I will listen to all Board members' thoughts/opinions.

Integrity of character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.
- I will uphold the District's reputation through my actions, words, and

decisions.

Commitment to service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will not use my position for professional/personal gain or profit.

Student-centered focus

- Most importantly, I will continuously be guided by what is best for all students of the District.

TRUSTEE ELECTIONS

- The Board is composed of seven members elected by the community. Board members serve staggered terms of three years.
- Trustee elections are held for two or more places each year. Filing for a place on the ballot occurs in January and February, with the election held the first Saturday of May.
- Information regarding the election may be obtained at the Administration Office. Filing for the election occurs at the same office.
- Newly elected Board member(s) shall receive the Oath of Office at the next meeting following the May election. A meeting will be held no earlier than 72 hours and no later than the 11th day after the election to canvass returns.
- Following the Oath of Office, newly elected Board member(s) shall be seated with the Board of Trustees to conduct the regular May meeting.
- Outgoing and incoming board members are invited to participate in the commencement ceremony and the presentation of diplomas.
- For specific policies related to Trustee Elections, see District Policy [BBB \(LEGAL\)](#) and [BBB \(LOCAL\)](#), available online.

BOARD MEETINGS

- The AISD Board of Trustees holds one Regular meeting per month.
- Generally, the meeting date is determined at the previous month's meeting and shall convene in public at 6:30 p.m. When determined necessary, the Board President may take action to change the date, time, or location of a Regular meeting with proper notice in accordance with the Texas Open Meetings Act.
- Additional meetings on specific topics shall be scheduled by the Board as needed and may be held as a Special Meeting, Training Session, or Workshop.
- The Board President shall call an emergency meeting when it is determined by the President or two (2) of the members of the Board that an emergency or urgent public necessity, as defined by Chapter 551 of the Texas Government Code, warrants the meeting.
- For specific policies related to Board Meetings, see District [Policy BE \(LEGAL\)](#) available online.

Developing Board Meeting Agendas

Agenda

- The Board President and Superintendent shall collaborate to prepare the agenda for all Board meetings. While an in-person meeting is preferred for agenda planning, there may be times when this is not feasible. Agenda preparation can also be accomplished via text, email, and/or phone calls.
- Any Board member may request that a specific item be placed on the agenda.

Timely Notification and Information

- Trustees shall be notified of a meeting at least 72 hours prior to a Regular or Special meeting and at least two hours prior to an Emergency meeting.
- Trustees will receive relevant supporting documents for the upcoming meeting at least 72 hours prior to the meeting. Should that not be possible, the Superintendent will notify the Board President.
- Trustees will read and study the documents prior to each meeting. Requests for information or questions about any agenda item will be made at least one business day prior to the scheduled meeting.
- Information will be available to each trustee online and by hard copy on request. Questions regarding supporting documents should be directed to

the Superintendent prior to the meeting.

Consent Agenda

- The consent agenda includes items of a routine and/or recurring nature grouped under one action item.
- Background materials for each agenda item will be furnished to the Board with the meeting's supporting documents.
- A trustee may request that an item be withdrawn for individual consideration.
- All consent agenda items shall be acted upon by one vote without separate discussion.
- If discussion on an item is needed, the item should be pulled for discussion and separate votes occur.

Conducting Board Meetings

Attendance

- Attendance by trustees at board meetings provides effective dissemination of information
- Missing a meeting requires the Superintendent or other staff to spend time informing the trustee(s) of information missed, as well as a missed opportunity for Board discussion

Quorum

- Four Board members present constitute a quorum for a meeting.
- If fewer than four trustees are present, school district business cannot be conducted
- Social functions, conventions, ceremonial events, forums, and similar functions are not considered meetings so long as formal action is not taken.

Opening Meeting

- The Board will open each regular meeting by reciting the Pledge of Allegiance to the U.S. and Texas flags. The pledges may be led by a trustee, staff, student(s), or guests invited for this purpose.
- Board etiquette restricts board members from external communications during meetings.
- Board members should remember that communications regarding district business, even if done through a personal device, are subject to the Public Information Act.
- District staff members and meeting presenters are to be treated with

dignity and respect as experts in their subject matter.

Executive/Closed Meeting

- The Board may meet in closed session as provided in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
- The posted agenda shall identify the applicable section(s) of the Texas Open Meetings Act authorizing the closed meeting.
- Before any closed meeting is convened, the presiding officer will publicly identify each applicable section(s) of the Texas Open Meeting Act.
- The Superintendent attends all meetings of the Board, both public and closed, except when the board is considering the Superintendent's contract or evaluation of performance or when the board is resolving conflicts between individual trustees.
- The Board can only discuss those items listed on the executive session agenda as prescribed by law. See District [Policy BEC \(Legal\)](#).
- Given the legal and sensitive nature of closed meetings, discussions and information shared during executive sessions shall remain strictly CONFIDENTIAL.
- The Board may invite individuals to address a topic during a closed meeting.
- During executive sessions, the Board can deliberate on properly posted items but may not take actions related to those items. All Board actions, including voting, must occur in open session.
- According to a Texas Attorney General's opinion, the Board shall keep a certified agenda with minutes of the proceedings of each executive session. Minutes are to be sealed, kept confidential, and stored in a locked place. Generally, this duty shall be completed by the Board Vice-President. Only members of the Board of Trustees (whether present at the executive session or not) can review the minutes of an executive session without a court order. A Board member wishing to review the minutes of an executive session should contact the Superintendent to submit the official request for a date, time, and place for review of specified minutes.

Citizen's Conduct

- Board meetings are held in public to conduct the business of the District, as distinguished from public meetings. The Board shall not tolerate disruption of the Board meeting by members of the public. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting. The presiding officer shall request that the person be escorted from the meeting by a School Resource Officer or administrator.
- Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting or the District's cameras used to televise the meeting if in use.
- Members of the public wishing to display a sign at a Board meeting must sit

at the back of the meeting room. No more than ten (10) members of the public at any time may bear a sign at any meeting. All imagery and language on signs must address a matter related to the Board agenda items for the meeting taking place. No sign may contain imagery or language that involves a complaint about an individual District employee, a personnel action, a student disciplinary matter, a complaint about a particular student, pending litigation, defamatory language, obscene language, and/or fighting words.

Public Comment

- At Regular meetings of the Board, the presiding officer shall allot time to hear persons who desire to make comments to the Board.
- Public Comment guidelines are printed on each meeting agenda, and speakers will be asked to follow the guidelines.
- Individuals wishing to make a public comment during this designated time of the meeting must sign up prior to the beginning of the meeting
- The presiding officer may choose to postpone comments relating to a specific agenda item until that item is discussed.
- The Board Vice-President is responsible for setting the device that will keep track of the speakers' allotted time.
- The presiding officer will provide a warning after the device has sounded to signal the end of the allotted time.
- If a speaker fails to restrict his or her comments to the topic they identified when signing up, the presiding officer shall immediately interrupt the speaker and issue a verbal warning that the comments remain on the identified topic. Should a speaker refuse to comply with this warning, he or she shall forfeit the remaining time allotment.
- Speakers who fail to indicate which topic they wish to speak on when signing up with the district designee shall not be allowed to address the Board.
- The Board will not hear comments during the Public Comments portion of the agenda, or any other time public comment occurs at a meeting, that involves a complaint about an individual District employee, a personnel action, a student disciplinary matter, a complaint about a particular student, or pending litigation. To the extent this occurs, the presiding officer shall immediately interrupt the speaker and, if applicable, direct the speaker to avail themselves of the applicable grievance policy (see [FNG Legal](#), [FNG Local](#), [DGBA Legal](#), and [DGBA Local](#)) or other appropriate procedure for addressing concerns or to ensure that further comments do not discuss any of the impermissible topics listed herein.
- Decorum: The Board expects that each speaker will be courteous, respectful, and model for our students how one can conduct themselves in a professional manner even if one disagrees with another's views. Any person,

whether speaking to the Board or not, who engages in disruptive action during a Board meeting will be asked to leave the meeting room after one warning. If necessary, the presiding officer may request assistance from law enforcement to remove a disruptive person from the meeting room.

- Written Comments: Any person may have access to the Board at any time by submitting their written comments by mail to 704 East Main Street, Little River Academy, Texas 76554.

Response to Citizens Addressing the Board

- Trustees will listen attentively to comments.
- Trustees will not engage in dialogue with the speaker during the Board meeting.
- The Board will not hear comments during the Public Comments portion of the agenda, or any other time public comment occurs at a meeting, that involves a complaint about an individual District employee, a personnel action, a student disciplinary matter, a complaint about a particular student, or pending litigation. To the extent this occurs, the presiding officer shall immediately interrupt the speaker and, if applicable, direct the speaker to avail themselves of the applicable grievance policy or other appropriate procedure for addressing concerns or to ensure that further comments do not discuss any of the impermissible topics listed herein.
- The Board designates the President as its spokesperson if a response to the speaker is required. The President will limit responses to those allowed by law:
 - Statements of fact, and
 - References to board policy.

Board Meeting Parliamentary Procedure

- The Board shall generally observe the parliamentary procedure as outlined in Robert's Rules of Order Newly Revised.
- 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 is not relevant to the business before the Board.

Transacting Business

- No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.
- When an item for action on the agenda is reached, the following procedure will apply:

- The Presiding Officer shall read/announce the item for action.
- The Superintendent or appropriate staff member may make a comment, statement, recommendation or presentation regarding the item. This may occur either before or after a motion and a second.
- The Board may discuss the item and raise questions. This may occur either before or after a motion and second.
- Action is taken by means of a motion and a second, followed by a vote of Board members present. The Board also has the option of not acting on an item.
- Trustees shall not criticize any other Trustee for the questions, comments, discussion, or vote taken by the Trustee at the meeting. Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on the subject.

Public Hearings

- The Superintendent may schedule public hearings to address community issues on a particular topic.
- During public hearings, the Board is assembled only to gather information, unless otherwise posted.
- A person or representative of a group or organization who wishes to speak shall sign up prior to the beginning of the hearing. On the day of the hearing, sign-up sheets are located at 704 East Main Street, Little River Academy, Texas. Sign-ups will be allowed until the start time of the hearing, as posted on the agenda.
- At the discretion of the presiding officer, there may be a limit to the number of speakers who may speak during a public hearing.
- The presiding officer will designate the number of minutes allowed per speaker at each public hearing.
- No person is permitted to sign up for another person or to exchange time or yield time to persons not signed up.
- The Board will not answer questions or engage in a dialogue with the public during the public hearing. The Board may provide specific factual information or recite existing policy to clarify inquiries or issues raised.

Board Workshops

- The Board will conduct board workshops at regularly scheduled meetings or as needed
- The workshop format is intended to allow the administration to present information to the board that is:
 - Time-sensitive and/or discussion-intensive
 - Required by law, rule, policy, and/or

- Necessary for the efficient and effective operation of the district.
- The Superintendent will use discretion in determining the nature and extent of background materials specific to each agenda item and whether those materials should be delivered to the trustees prior to the workshop
- When it is necessary to place an action item on the workshop agenda, the Board will receive supporting documents in advance for review.
- Workshops are intended as an opportunity for the Team of Eight, along with pertinent staff members, to research and discuss topics in depth.

Board Committees

- The Board may, from time to time as it deems necessary, create committees to facilitate the efficient operation of the board.
- A committee that includes less than a quorum of the board is not subject to the Open Meetings Act if it serves a purely advisory function with no power to supervise or control public business.
- The board president may appoint a committee to review Board Operating Procedures, preferably in the spring prior to board elections in May.

Electing Board Officers

- At the first meeting after the annual Board of Trustees election and certification of the trustees, the members shall organize by selecting:
 - A President, who must be a member of the Board
 - A Vice-President, who must be a member of the Board
 - A Secretary, who must be a member of the Board
- A vacancy in the office of the president will be filled by a majority election. The vice president becomes president only upon being elected to the position. However, the vice president will serve as a temporary president until such an election takes place.
- The Board will elect an officer to fill any vacancy.
- It is recommended that a trustee serve one full term before serving as a board officer.
- TASB Board Officer Training is also recommended.

President

- The President presides at all meetings.
- The President or, in his or her absence, the vice president, will serve as the board spokesperson to the media on issues regarding board actions.
- The President is responsible for the new trustee orientation attendance and completion
- The President is responsible for the required annual Team of Eight training

- The President may officiate at district events

Vice President

- The Vice President will serve as the presiding officer in the absence of the president.
- The Vice President, in the absence of the president, may officiate at district events.

Secretary

- Along with the president, the secretary signs all required minutes, contracts, etc.

Secretary to the Board

- The Superintendent's Secretary shall take the official minutes of each Board meeting, work session, and public hearing and will provide minutes for Board review and approval in a timely manner.
- The Superintendent's Secretary provides clerical and organizational support to Board members by:
 - Forwarding all Board-written correspondence and e-mail to Board members when a response is appropriate;
 - Maintaining the Board Calendar of Events;
 - Contacting Board Members concerning possible meeting dates and times;
 - Assisting the Board with constituent contacts;
 - Making travel arrangements and reservations for Board trainings or travel to conferences;
 - Maintaining Board files;
 - Tracking completion of Board member training credits;
 - Providing assistance in assembling Board packets for Board members and other duties as assigned by the Superintendent.

New Trustee Orientation

- All newly elected trustees are required to receive orientation within 60 days of being sworn onto the board.
- The Superintendent's office is responsible for arranging this orientation.
- Suggested orientation topics include, but are not limited to:
 - Board Operating Procedures
 - Board Policy Manual
 - District Organization Chart and Staff Responsibilities
 - Parliamentary Procedures, and

- Regional, state, and national affiliations and activities.

ANNUAL EVALUATIONS

Superintendent Evaluation

- As outlined in Local Governance Policy [BJCD \(LEGAL\)](#) and [BJCD \(LOCAL\)](#), the Board will review the Superintendent's performance annually.
- A summative evaluation will be conducted in a closed meeting in January and will include a discussion of the Superintendent's contract.
- During the summative evaluation, the Board may determine any modification to the Superintendent's contract, including, but not limited to, contract term extensions, salary increases, and changes in benefits
- Modifications to the Superintendent's contract require action of the Board in the open meeting
- Specific details of the Superintendent's evaluation are to be kept confidential and are not subject to the Texas Freedom of Information Act.

Board Evaluation/Team Building

- The Board is required to participate in a minimum of three contact hours of Board Team Building annually.
- Board team building may be used to review and modify board priorities that will be used to establish district goals and objectives that guide planning and budgeting
- The Board may also use this time to conduct a board self-evaluation. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include:
 - Board operating procedures;
 - Trustee training,
 - Conflict resolution,
 - Working relationships with the superintendent,
 - Long-range planning and goal setting, and
 - The Board's role in achieving district goals and objectives.

INDIVIDUAL TRUSTEES

Access to Information

- An individual trustee, acting in his or her official capacity, shall have the right to see information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public.
- Board members may e-mail or call the Superintendent to ask questions or request information.
- Individual trustees shall not have access to confidential student records
- All requests by a trustee for the compilation of data, other than copies of existing records, shall be directed to the Superintendent. The Superintendent will prepare the requested reports and distribute them to the entire board.
- The Superintendent may refuse to respond to requests that, in the Superintendent's opinion, would require a material amount of staff time or resources or which are disruptive or unreasonable. In such cases, the Superintendent will redirect the request to the full Board for authorization.
- Written responses to information requests from the Board will be distributed to all Board members in a timely manner.
- Individual trustees shall not issue formal written or oral requests for information directly to campus principals or other administrators.

Authority

- Trustees as individuals shall not exercise authority over the district, its property, or its employees
- Except for appropriate duties and functions of the president, an individual member may not act on behalf of the Board
- Trustees will avoid personal involvement in activities the Board has delegated to the Superintendent

Communication with Other Trustees

- Trustees shall be cognizant of the Texas Open Meetings Act responsibilities to avoid walking quorums.

Communication with the Superintendent

- With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Trustees to be adequately informed. The Superintendent

will communicate information in a timely fashion to all Board members through one or more of:

- Board meetings and executive sessions.
 - Board packet deliveries.
 - Voice-mail, text messages or email.
 - Telephone calls.
- Board members will keep the Superintendent informed via telephone calls, voicemails, text, e-mails, personal visits, dialogue meetings, and requests for executive sessions or open meeting discussions.
- The Board's official communication to the operational organization is the Superintendent. However, to facilitate communication, the Superintendent may designate other senior staff members as Board contacts.

Communication with the Public

- Individual Trustees are members of the community and, as such, would communicate with members of the community as they deem appropriate. While the Board strives to be responsive to stakeholders, it may not always be possible to respond to every inquiry.
- Letters and faxes addressed to individual Trustees and received in the Superintendent's office are to be distributed to the Trustees at the regular monthly meeting or in the Board meeting packet. If an item is urgent or time-sensitive, the Trustee is contacted by email or telephone before the Board meeting.
- Citizens may contact the trustees by email at their Academy ISD-designated email addresses. The Trustees should acknowledge receipt of the email and inform the sender that the message has been forwarded to the Superintendent's office. The Superintendent shall ensure that an appropriate response is provided on behalf of the Board. The Board will also receive a copy of the response.
- If the Board President responds to an inquiry in writing, all Board members receive a copy of the response.
- The Board of Trustees encourages input, and the confidentiality of individuals will be maintained to the fullest extent possible. Anonymous calls or letters will not receive a response and will not result in directives to the administration.
- Trustees are encouraged to participate in community activities as liaisons between the public and the district. When doing so, trustees are expected to:
 - Relay information about district goals,
 - Clarify a trustee's limitations, obligations, and responsibilities as an individual member of the board,

- Support Board of Trustees decisions
- Interact in a positive manner
- Listen politely and respectfully to comments,
- Make no commitment on behalf of the board or district,
- Avoid criticizing district personnel, and
- Refer questions about specific district activities to the appropriate staff person who can best answer the question.

Communication with the Media

- Board members shall direct all media inquiries to the Superintendent.
- The Superintendent serves as the official spokesperson to the media. However, the Superintendent may delegate this task as appropriate to other District staff members.
- Under special circumstances, the Board may elect to appoint a different spokesperson for the Board.

Complaints or Concerns to Trustees

- If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under District [Policy FNG](#), and upon which the Board may be requested to take action.
- If a formal process is not underway, the Board member should take the following steps:
 - Refer the parent, student, or citizen to the appropriate employee or administrator(s) who are in the best position to assist in addressing the concern or complaint.
 - Make them aware of the District policies and procedures in place to address citizen concerns or complaints.
 - Remind them that Board members must remain impartial in case the matter requires Board action in the future.
 - Notify the Superintendent's office of the situation.
- When a complaint regarding the Superintendent is received by a Trustee, the trustee may forward the complaint to the President. If the receiving trustee and/or president deems the complaint worthy of further consideration by the board as a whole, the complaint should be discussed at the next board meeting if urgent or during the superintendent's next evaluation.

Continuing Education

- The individual trustee must meet minimum annual requirements for training for a period commencing on the date he/she was sworn into his/her current term.

- Continuing education requirements are different for board members in the first year versus subsequent years. For those in their first year in office, some training is required to be completed within the first 120 days of service.
- The Superintendent, Board President, and Secretary to the Board will attempt to keep individual members in compliance with updates to changes in annual requirements and reminders. However, it is the ultimate responsibility of each Board member to be aware of requirements, be aware of changes made to the requirements, and to keep him or herself in compliance on an annual basis. These requirements can be found on the [Texas Education Agency \(TEA\) website](#) or the [Texas Association of School Boards \(TASB\) website](#).
- The Texas Education Code requires the presiding officer to announce a report on the training board members have received to date and whether or not they have met the required training. This is to occur at the last Board meeting before an election.
- In addition to required training activities, Board members are encouraged to join the Texas Association of School Boards (TASB) and to attend the TASB convention as well as other relevant conventions, conferences, or clinics.
- For specific legal policies related to Board Member training, see District Policy [BBD \(LEGAL\)](#) and [BBD \(LOCAL\)](#), available online.

Reimbursable Expenses

- Reimbursement to trustees for reasonable travel expenses for attendance at the annual TASB convention will be granted. Reimbursement for reasonable travel expenses for attendance to any other regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary in the conduct of the public schools.
- The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board member to Board-related activities.
- Trustees shall submit a statement of all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses.
- For specific policies related to Board Member Travel Reimbursement, see District Policy [BBG \(LEGAL\)](#) and [BBG \(LOCAL\)](#), available online.

Visits to Campuses

- Board members who wish to visit a campus to view a program or activity in their official capacity shall coordinate their visit with the Superintendent's office.
- Board members who wish to visit a campus in any capacity other than their

official capacity shall do so in accordance with [District Policy GKC \(LEGAL\)](#) and [GKC \(LOCAL\)](#), which states that visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

- Board members shall be invited to attend public events, receptions, groundbreaking, dedications, ribbon cuttings, and other campus events.