



Midland Independent School District

Board Operating Procedures 2023-24

2023-2024 MISD BOARD OF TRUSTEES

Tommy Bishop	<i>President</i>
Katie Joyner	<i>Vice President</i>
Sara Burleson	<i>Secretary</i>
Michael Booker	<i>Trustee</i>
Brandon Hodges	<i>Trustee</i>
Robert Marquez	<i>Trustee</i>
Bryan Murry	<i>Trustee</i>
Dr. Stephanie Howard	<i>Superintendent</i>

I. MIDLAND ISD VISION AND MISSION

A. VISION

“Educating the Future with Excellence”

B. MISSION

“All students will graduate college, career, or military ready.”

II. BOARD GOVERNANCE PHILOSOPHY - LONESTAR GOVERNANCE MODEL

Lone Star Governance (LSG) is a continuous-improvement model for governing teams—boards in collaboration with their superintendents—who choose to focus intensely on only one primary objective: improving student outcomes.

Governance teams express this intense focus through a tailored execution of the five aspects of the *Texas Framework for School Board Development*: (1) vision, (2) accountability, (3) structure, (4) unity, and (5) advocacy. The LSG model also requires the Board to adopt student outcome goals, goal progress measures, Superintendent constraints, Board constraints, and constraint progress measures. The currently adopted Board goals and constraints can be found in Board Policy AE(LOCAL).

A. BOARD CONSTRAINTS ON SUPERINTENDENT

While in pursuit of the Board's student outcome goals, the Superintendent shall not allow:

1. Any campuses to not fully implement and maintain Professional Learning Communities; OR
2. Adult convenience or preference to take priority over the academic progress of our students.

B. BOARD CONSTRAINTS ON THE BOARD

The Board shall not allow the Board to:

1. Make modifications to, additions to, or subtractions from policy AE(LOCAL) more than once per year;
2. Collectively, or any board member individually, perform or appear to perform any of the roles delegated to the Superintendent; OR
3. Collectively, or any board member individually, violate Board policy.

III. BOARD OFFICERS

A. Board President Responsibilities:

- a. Shall preside at all board meetings.
- b. Shall cause committees to be formed when deemed necessary and shall review and make committee appointments annually.
- c. Shall call special meetings.
- d. Shall sign all legal documents required by law.
- e. Shall fulfill all duties and obligations as required by Board Policy and state and federal statutes, regulations, and rules.

B. Board Vice-President Responsibilities:

- a. Shall act in the capacity of President in the absence of the President.
- b. Shall fulfill all duties and obligations as required by Board Policy and state and federal statutes, regulations, and rules.

C. Board Secretary Responsibilities:

- a. Shall ensure that accurate records are kept.
- b. Shall act as President in the absence of the President and Vice-President.

IV. BOARD MEETINGS

1. **THE BOARD MEETING AGENDA.** In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
2. The Superintendent and Board President shall review the preliminary meeting agenda no sooner than the 14th calendar day prior to the date of the meeting. For regular Board meetings this will generally be on a Tuesday, two weeks prior to the regular Tuesday Board meeting.
3. After the Board President has reviewed and approved the preliminary agenda, the Superintendent shall release the preliminary agenda to the entire Board on the 7th calendar day prior to the date of the meeting.
4. The Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one agenda item.
5. The Board President, Superintendent, and General Counsel shall ensure any necessary closed session agenda items are included on the meeting agenda.
6. Each board member should review the draft agenda prior to the agenda being finalized.
7. The Board President shall ensure that any topics the Board as a whole, or any individual Board Member has requested to be addressed, are either on that agenda or scheduled at an appropriate time in the near future. Board members may submit their individual requests for agenda items to the Board President who will assess, in conjunction with the Superintendent, when to address these requests. The Board President shall not have authority to remove from the agenda a subject requested by any trustee without their specific authorization.
8. The final meeting agenda and notice will be released to the public the Friday

before the meeting.

9. The Superintendent may add, remove, or amend meeting agenda items up to 72 hours prior to the time of the meeting. The Superintendent must confer with the Board President prior to any addition, removal, or amendment of an agenda item after the final agenda is released to the public.

A. TRUSTEE PREPARATION FOR BOARD MEETING

1. The Superintendent will ensure that supporting information required for informed decision-making is prepared in advance when possible and included in the Board meeting agenda packet.

2. The Superintendent will ensure that agenda packets are available online to the Board at least 7 calendar days prior to the date of the meeting. The Superintendent will inform the Board of any additional documents that are added to the agenda packet after that deadline.

3. In preparation for the Board meeting, each individual board member shall:

- a. Review the agenda packet materials prior to the meeting; AND
- b. Contact the Superintendent with any questions about agenda items or background information prior to the day of the meeting.

4. Receiving answers to questions in advance does not preclude a board member from asking relevant questions about agenda items during the meeting. However, board members should make every effort to review the materials and ask any questions they may have in advance of the meeting.

B. TYPES OF BOARD MEETINGS

1. *Regular Board Meetings:*

A. Regular Board Meetings are open meetings are generally held in accordance with the published Regular Board Meeting Calendar, at the Bowie Fine Arts Academy on the third Tuesday of each month (exceptions do apply)

B. Regular meetings are open to the public and require the opportunity for the public to provide public comment on any topic even if it is not listed on the meeting agenda.

- C. Action may be taken during these meetings.
- D. These meetings are streamed online and available at all times on the MISD website.

2. *Special Board Meetings:*

- A. Special Board Meetings are open meetings generally held at Central Office, Room 101.
- B. Special meetings are scheduled on an as needed basis in order for the Board to discuss or act on an item prior to the next Regular Board Meeting.
- C. Special meetings are open to the public and require the opportunity for the public to provide public comment on items that are listed on the meeting agenda.
- D. These meetings may be streamed online and/or made available on the MISD website.

3. *Board Workshops*

- A. Board Workshops are open to the public and are generally held at Central Office, room 101.
- B. Board workshops are generally held to provide an informational presentation to the Board regarding a specific topic.
- C. Action is not taken during Board Workshops.
- D. Board Workshops are open to the public and require the opportunity for the public to provide public comment on items that are listed on the meeting agenda.
- E. These meetings may be streamed online and/or made available on the MISD website.

D. BOARD MEETING PROCEDURES AND CONDUCT

1. *Order of Business:*

- A. The order of business for Board meetings shall be as set out in the agenda accompanying the notice of the meeting.
- B. At the meeting, the order in which posted agenda items are taken may be changed by a consensus of Board members.
- C. *Parliamentary Procedures:* The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law.
- D. Procedural rules may be suspended at any Board meeting by majority vote of

the members present.

2. Voting:

- A. Voting shall be by voice vote or show of hands, as directed by the Board President.
- B. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded.

3. Consent Items:

- A. Consent Agenda items shall be acted upon by general consent without separate discussion, unless any board member requests that an item be withdrawn for individual consideration.
- B. An item withdrawn for individual consideration shall be acted upon by vote. The remaining items shall be adopted by general consent.

4. Meeting Minutes:

- A. Meeting minutes shall be recorded by the General Counsel.
- B. When approved these minutes shall serve as the legal record of official Board actions.

5. Deliberation:

- A. Discussions shall be led by the Board President and then the entire Board.
- B. Board members should avoid asking questions or interrupting the staff presentation. During the staff presentation, board members should write down any questions or clarifying points they would like to address when the agenda item is up for discussion.
- C. The Board President will open up the floor for discussion after the staff member has completed the presentation.
- D. A board member wishing to speak must first be acknowledged by the Board President as having the floor.
- E. A board member who has the floor should not be interrupted by any other board member.
- F. Once the board member is finished speaking the Board President will open up the floor again for the next speaker.
- G. If a board member has already spoken but has additional questions he or she must wait to speak again until each board member has had the opportunity to

speak.

- H. Discussion shall be directed solely to the business currently under deliberation and the Board President shall halt discussion that does not apply to the business before the Board.
- I. Aside from these limitations, the Board President shall not interfere with debate so long as board members are addressing an item under consideration.

6. Public Participation:

- A. At Regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.
- B. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
- C. Public comments shall generally occur at the beginning of the meeting. The Board President may allow public comments relating to a specific agenda item to be addressed during the discussion of that agenda item.
- D. An individual's comments to the Board shall not exceed 3 minutes per meeting.
- E. Board members should generally not respond to public comments. Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
- F. The Board President shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the Board President, any individual continues to disrupt the meeting by his or her words or actions, the Board President may request assistance from MISD Peace Officers to have the individual removed from the meeting.

7. Closed Session:

- A. The Board can go into closed session, as necessary, at any time during the meeting in accordance with the Texas Open Meetings Act. The Board will generally conduct closed session near the end of the regular Board meeting.
- B. A quorum of the Board must first convene in an open meeting for which proper notice has been given before going into closed session.
- C. The Board President must publicly announce that a closed meeting will be held and identify the relevant section or sections of the Texas Open Meetings Act.
- D. The Board may only go into closed session to discuss certain topics. The most common topics the Board will address in closed session include:

- a. Consultation with attorney on legal matters, including pending or anticipated litigation
 - b. To deliberate the purchase, sale, lease, or value of real property
 - c. To deliberate a prospective gift or donation to the District
 - d. To deliberate the appointment, employment, evaluation, assignment, discipline, duties, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee
 - e. To deliberate the deployment or implementation of security devices or security personnel, or to review a security audit
 - f. To deliberate or conduct a hearing regarding an employee to employee complaint
 - g. To deliberate or conduct a hearing regarding student discipline
 - h. To deliberate a matter involving a student which would reveal personally identifiable student information
- E. A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given.
- F. The Board shall keep a certified agenda of the proceedings of each closed meeting. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. The Board President shall certify that the agenda is a true and correct record of the proceedings.

V. BOARD COMMITTEES

1. As per BDB (LEGAL), the Board has created committees to facilitate the efficient operation of the Board.
 - Finance
 - Policy
 - Facilities
 - Human Capital
 - Safety
2. Board committees will meet Quarterly and are driven by the Executive Cabinet member in collaboration with Board Committee chair and the Superintendent.
3. Board committees are reviewed annually and consist of three board members.

The committee members will be assigned annually by the Board President.

4. Board committees serve a purely advisory function with no power to supervise or control public business.
5. The Executive Cabinet member will email the entire board following the meeting to ensure all board members have the information.
6. A follow-up report is expected in Regular Board Meetings when a committee met in the month prior to the meeting. (i.e., if a committee met in January a report would be provided at the February meeting.)

VI. BOARD MEMBER COMMUNICATION WITH SUPERINTENDENT AND STAFF

1. The Superintendent will keep the Board updated on important District issues. Each Friday, the Board will receive the *Friday Newsletter* which will include: (a) updates on significant District issues; (b) answers to questions the Superintendent received from one or more trustees; and (c) information to prepare the Board for items that will be included on the next Board meeting agenda.
2. Outside of the *Friday Newsletter*, the Superintendent will communicate requested information to the Board within a reasonable time without interfering with the regular conduct of District business.
3. The Superintendent will distribute to all board members any information requested for the Board by the Board President or an individual board member, at the Superintendent's discretion.
4. Board members may communicate with other board members or the Superintendent for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
5. Board members shall not communicate with other board members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

6. Board members should direct their questions to the Superintendent and not directly to staff. The Superintendent will reach out to any staff members as needed to provide a response. If a board member determines it is necessary to contact a staff member directly the board member should copy the Superintendent on any such communication.

C. Board members should directly contact the General Counsel for matters that cannot be shared with the Superintendent.

VII. BOARD COMMUNICATION WITH PUBLIC AND MEDIA

A. The Board will communicate with its community through public hearings, community meetings, regular Board meetings and District publications.

B. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention. All board members who receive communications from the media should direct them to the Board President, Superintendent, and /or the District Communications Department. Unless otherwise approved or authorized by the Board, individual board members cannot speak in an official capacity or otherwise represent the views of the entire Board.

C. Community members may contact the Board or individual board members with questions or concerns. Board members are discouraged from responding to communications individually. Board members should forward the communication to the Superintendent. The Board will then be copied on the Superintendent or staff member's response when appropriate. A board member may individually respond if the communication is an individual inquiry directly related to that board member.

VIII. BOARD MEMBER TRAINING AND CONTINUING EDUCATION

A. Each board member is required to attend training every year for continuing education credit hours. New Board members will have additional required training

during their first year of service. Continuing Education Credit hours will be offered at conferences and other local/ state seminars throughout the year.

B. All Board members are expected to complete all continuing education requirements within the allotted time frames set by the state.

C. Any questions a board member has regarding required training or continuing education should be directed to the Superintendent's office.

Approved: 2/13/2024