

LONDON INDEPENDENT SCHOOL DISTRICT

“EDUCATING LEADERS OF TOMORROW”

MISSION STATEMENT

As a small school, London I.S.D. has a responsibility to keep up with TEA guidelines and surpass the quality of education of larger systems. We have a wonderful opportunity to address individual needs of children and elicit home involvement. We believe all children can and will learn in the proper learning environment.

All Students will:

1. Demonstrate basic academic skills as well as acquire and maintain a positive attitude toward learning and themselves.
2. Demonstrate mastery of appropriate skills.
3. Be provided a well-balanced instructional program with emphasis on a core curriculum of English language arts, mathematics, science, and social studies.
4. Be instructed in the fine arts, health, physical education, and technological literacy.
5. Develop an understanding and appreciation of societal values and citizenship, all diverse cultures, and environmental issues.

Our school district will:

1. Be characterized by quality, equity, and accountability.
2. Attract, acquire, and retain the highest quality personnel.
3. Be managed and organized to be most effective and efficient.
4. Actively involve parents and the community in the direction, progress, and encouragement of our educational process.

The London I.S.D. is committed to the future of all our children, enabling them to become productive, responsible members of society. We pledge ourselves to prepare all students for the challenges and changes of the future.

I. DEVELOPING BOARD MEETING AGENDA

- a. Who can place items on agenda?
 - i. Agendas are created by the administration and presented to the Board.
 - ii. Any member of the Board of Trustees, with the concurrence of the President of the Board or one other member may request that a subject be included on the agenda for one meeting. That request shall be forwarded to the Superintendent or President of the Board.
 - iii. The Superintendent shall include on the agenda, all trustees-requested items that have been timely submitted and concurred by the President.
- b. When is the agenda finalized?
 - i. No item can be placed on the agenda less than 72 hours in advance of the meeting, unless an emergency or urgent public necessity exists.
 - ii. Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.
- c. When are Board members notified of a Board meeting?
 - i. Board members shall be notified of a meeting:
 - 1. At least 72 hours prior to a regular or special meeting.
 - 2. At least 2 hours prior to an emergency meeting.
 - ii. Board members will be advised through the administrative reports as the agenda summary and complex agenda items are being developed.
 - iii. Board packet information will be delivered at least 72 hours prior to a meeting.
- d. Items for Executive Session
 - i. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meeting Law, or
 - ii. Anything that violates right to privacy, i.e. Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the open agenda.
- e. Use of Consent Agenda
 - i. Routine items
 - ii. Minutes of regular and special Board meetings.
 - iii. Approval of invoices.

II. CONDUCTING BOARD MEETINGS – Anytime two or more Board members are gathered to discuss school district business, it is considered a meeting.

- a. Persons addressing the Board
 - i. Any person may address the Board at any regular monthly Board meeting at a time identified by the Board President.
 - ii. If the citizen's request to address the Board specifically identifies an agenda item, the Board President shall ensure the citizen's comments are heard prior to action on the specific agenda item or during public comment.
 - iii. A citizen must sign up on the form provided for that purpose at least fifteen minutes prior to the beginning of the meeting. The topic described on the

- form shall be complete and in sufficient detail as to determine appropriateness of topic prior to addressing the Board.
- iv. Along with public comment, citizens will have the opportunity to sign up for comments or questions for specific agenda items as the items are discussed.
 - 1. Comments concerning specific students/staff will not be discussed during the public portion of the meeting.
 - v. During the course of a meeting, if a citizen wishes to ask a question or make a comment, they may do so at the discretion of the Board President.
- b. Board response to citizens addressing the Board.
- i. Board members will listen attentively to comments.
 - ii. Board President may ask Superintendent to clarify an item.
 - iii. Board members will not respond or enter into discussion with the audience during the meeting as:
 - 1. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
 - 2. Items not on the agenda do not permit Board members to respond or discuss.
- c. Non-allowable comments (Board/audience)
- i. The Board will not entertain comments on individual personnel or officials in public session (employees or Board members).
 - ii. The Board will not entertain comments on individual students in public session.
- d. Hearings
- i. During public hearings the Board is assembled only to gather input.
 - ii. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
 - iii. At the conclusion of the hearing or at a subsequent meeting the Board will determine the results of the hearing.
 - iv. Rules for the hearing will be strictly adhered to:
 - 1. Board will limit response to 5 minutes per testifier (or as assigned/modified by Board President, as allowed by Board Policy).
 - 2. Testimony is to be presented orally or in writing, as detailed in Board Policy.
 - 3. Board will not allow duplicate testimony.
 - 4. Board will not allow derogatory comments.
 - 5. Board members will not ask questions since they are acting as a tribunal.
 - v. Hearings held in executive session follow essentially the same procedures, but public audience is prohibited.
- e. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order or as spelled out in Board Policy.
- i. All discussion shall relate to the business currently under deliberation.

- ii. The Board President shall halt inappropriate discussion.
 - iii. The Board President shall:
 - 1. Recognize members prior to them giving comments.
 - 2. Be responsible for asking clarifying questions during hearings.
- f. Town Meetings/Open Forums
 - i. Procedures for town meetings/open forums shall be determined on a case by case basis.
 - ii. The Board President, Superintendent or designee shall lead discussions.
- g. Discussion of motions
 - i. 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.
 - ii. The Board President may make motions, second motions and enter into debate.

III. VOTING

- a. The Board President will vote on all action items.
- b. Except in a conflict of interest as defined by law, Board members shall vote.

IV. EMPLOYEE OR CITIZEN COMPLAINT TO INDIVIDUAL BOARD MEMBER

- a. When a person complains to a Board member regarding a school personnel or administrative issue:
 - i. Remind the employee or citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
 - ii. Refer employee or citizen to appropriate person in the chain of command. MUST GO THROUGH CHAIN OF COMMAND.
 - iii. Board member should advise Superintendent of substantive or significant complaint within 72 hours.

V. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- a. Board members are encouraged to attend any school events as their time permits and to support activities.
- b. Board members are not to go into teacher's classrooms or campuses for the purpose of investigation or evaluation.
- c. Board members shall make reasonable efforts to contact the appropriate administrator prior to their visits, when not attending a scheduled activity. Trustees are required to sign in just like any visitor on campus.

VI. COMMUNICATIONS

- a. The President of the Board will meet with the Superintendent on a routine basis to discuss issues of the District.

- b. Requests for information to the Superintendent from a Board member will be communicated to all Board members. No replies or discussion of these items between trustees is to occur in order to avoid violations of the Open Meetings Act.
- c. The Board will communicate through public hearings, Board meetings and publications.
- d. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board.

VII. EVALUATION OF THE SUPERINTENDENT

- a. The summative evaluation will generally be conducted in January.
- b. The Board President obtains input from all other members on the approved indicators.
- c. Evaluation is conducted by consensus in executive session and a single composite of individual evaluations is presented to the Superintendent.

VIII. EVALUATION OF THE BOARD

- a. Routinely assess status of Board/Superintendent team.
- b. Evaluation is conducted in executive session on a schedule determined by the Board.
 - i. Are we following code of conduct?
 - ii. Are we following operating procedures?
 - iii. Is the team of eight functioning?
 - iv. Were goals achieved?

IX. PROCESS FOR SELECTING BOARD OFFICERS

- a. Officers are nominated and elected bi-annually following the reorganization of the Board after the April election.
- b. Election of Board Officers will be held at first regularly scheduled board meeting after the trustee general election.

X. 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 their duties.
- c. President:
 - i. Shall preside at all Board meetings.
 - ii. Appoint committees.
 - iii. Shall call special meetings.
 - iv. Sign all legal documents required by law.
- d. Vice President:
 - i. Shall act in capacity of President in absence of the President.
- e. Secretary:
 - i. Insure that accurate records are kept.

- ii. Acting in absence of President and Vice President, the Secretary shall serve as President Pro Tem.

XI. ROLE OF BOARD IN EXECUTIVE SESSION

- a. Board can only discuss those items listed on the executive agenda and as limited by law, Texas Government Code Chapter 551.
- b. Board must vote in public session.
- c. Information discussed during the executive session **must** remain confidential.

XII. MEDIA INQUIRIES TO THE BOARD

- a. The Superintendent (first) or the Board President (second) or a designee shall be the official spokesperson for the Board to the media/press on issues of media attention.
 - i. All Board members who receive calls from the media should direct them to the Board's spokesperson and notify the Board President and Superintendent of the call.
 - ii. Board members who do speak with media representatives will clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees.
 - iii. When speaking as an individual, the board member may remind media representatives of the official position or action already taken on the issue by the board of trustees and refer them to the board's designated spokesperson for further information about those actions.
 - iv. When speaking to media representatives, board members will generally avoid stating opinions or speculating about possible board action on issues that are scheduled for discussion at a future board meeting and explain that decisions will be made after deliberation with members of the board at a meeting.

XIII. ANONYMOUS PHONE CALLS/LETTERS

- a. The London Independent School District Board of Trustees encourages input; however, anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration.

XIV. REVIEWING BOARD OPERATING PROCEDURES

- a. Standard Board Operating Procedures will be reviewed and updated as needed.

XV. BOARD SPOUSES

- a. Because of the unique relationships, Board members' spouses are generally covered by the same operating procedures as the Board members.