



# Board Operating Procedures

*Board of Trustees - Superintendent of Schools - Leadership Team*

**ADOPTED:** February 15, 2022

College Station Independent School District  
1812 Welsh Ave.  
College Station, TX 77840  
979-764-5455  
Fax 979-764-5535



[csisd.org](http://csisd.org)



[facebook.com/csisd](https://facebook.com/csisd)



[twitter.com/csisd](https://twitter.com/csisd)



## Our Vision

**CSISD learners, teachers, leaders and the community collaborate to foster lifelong learning through relevant growth opportunities and meaningful relationships.**

**Together, we will prepare our learners for their own unique**

# SUCCESS

**Each life...**

**Each day...**

**Each hour.**



## Our Core Beliefs & Commitments

We believe the purpose of education is to develop productive citizens.

**CSISD will**

- Promote community engagement
- Recognize the diverse perspectives of others
- Demonstrate mutual respect for all

We believe educators and students can be lifelong learners, who are excited to engage in learning together.

**CSISD will**

- Facilitate self-directed, meaningful, real world learning experiences
- Motivate students to explore and discover challenging experiences
- Nurture enthusiasm for learning

We believe relationships and communication are driving forces in education.

**CSISD will**

- Encourage and strengthen communication opportunities amongst families, learners, educators and community members
- Provide professional learning and support to build positive relationships

We believe critical thinking, real world problem-solving and engaged learning are crucial to learners' success now and in the future.

**CSISD will**

- Design opportunities for students to experience learning beyond the classroom
- Foster student voice and ownership in learning
- Provide professional learning and support for educators to ensure the development of critical thinking and engaged learning

We believe the skillful use of technology can enhance learning experiences.

**CSISD will**

- Provide equitable access to technology
- Ensure technology is used to enrich educational experiences
- Provide professional learning and support to educators and learners



# Our Goals & Specific Results

**GOAL 1:** CSISD will enhance effective instructional practices by implementing innovative and personalized learning experiences.

- 1.1 Provide a variety of learning experiences that address distinct learning needs, interests, aspirations, and cultural backgrounds of all learners
- 1.2 Create a system of personalized professional learning for all educators
- 1.3 Engage in a process for student individual goal setting and progress monitoring

**GOAL 2:** CSISD will elevate academic outcomes of historically underperforming student groups.

- 2.1 Increase student success of underperforming groups by establishing a calibrated, comprehensive Multi-Tiered System of Supports (MTSS) Program
- 2.2 Increase student achievement by implementing research based best practices in Tier I instruction in all classrooms
- 2.3 Provide campus flexibility for implementing student intervention
- 2.4 Provide students and families with social/emotional support

**GOAL 3:** CSISD will enrich students' school experiences by strengthening relationships between students, staff, and families.

- 3.1 Provide training and ongoing support for staff in promoting positive relationships among students, staff and parents
- 3.2 Establish support programs for historically underperforming and at-risk students
- 3.3 Promote an engaging relationship between the school district and community

**GOAL 4:** CSISD will cultivate and strengthen intentional partnerships with local businesses, community organizations, and higher education agencies.

- 4.1 Develop a coordinated initiative for community partnerships
- 4.2 Explore and identify the needs of various groups within CSISD
- 4.3 Establish relationships with relevant and willing partners to meet identified needs

**GOAL 5:** CSISD will improve the technology ecosystem by increasing access to devices, strengthening technology infrastructure, and ensuring a safe and secure digital environment.

- 5.1 Increase the number of classroom sets of devices based upon assessment of needs
- 5.2 Improve the technology infrastructure, including enhancing WiFi access to ensure comprehensive coverage
- 5.3 Enhance the safety and security of the technology infrastructure to protect privacy of information and secure sensitive data
- 5.4 Ensure efficient and effective technology staffing is maintained and technical support is readily available to users

**GOAL 6:** CSISD will transform the learner experience through purposeful integration of instructional technology to augment the teaching and learning process.

- 6.1 Establish and utilize a comprehensive instructional technology plan for teachers and staff
- 6.2 Create and implement a comprehensive instructional technology plan for students at all levels
- 6.3 Provide sufficient instructional technology resources and support
- 6.4 Create a system that is designed to receive and respond to the comprehensive instructional technology plan



# ETHICS

Texas Association of School Boards  
BBF Local - Issued 6/22/00

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:

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## EQUITY IN ATTITUDE

1. I will be fair, just and impartial in all my decisions and actions.
  2. I will accord others the respect I wish for myself.
  3. I will encourage expressions of different opinions and listen with an open mind to others' ideas.
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## TRUSTWORTHINESS

1. I will be accountable to the public by representing district policies, programs, priorities and progress accurately.
  2. I will be responsive to the community by seeking its involvement in district affairs and by communicating its priorities and concerns.
  3. I will work to ensure prudent and accountable use of district resources.
  4. I will make no personal promise or take private action that may compromise my performance of my responsibilities.
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## HONOR IN CONDUCT

1. I will tell the truth.
  2. I will share my views while working for consensus.
  3. I will respect the majority decision as the decision of the board.
  4. I will base my decisions on fact rather than supposition, opinion or public favor.
  5. I will make every reasonable effort to protect the integrity and promote the positive image of the district.
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## INTEGRITY OF CHARACTER

1. I will refuse to surrender judgment to any individual or group at the expense of the district as a whole.
  2. I will consistently uphold all applicable laws, rules, policies and governance procedures.
  3. I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.
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## COMMITMENT TO SERVICE

1. I will focus my attention on fulfilling the Board's responsibilities of goal setting, policy making and evaluation.
  2. I will diligently prepare for and attend Board meetings.
  3. I will avoid personal involvement in activities the Board has delegated to the Superintendent.
  4. I will seek continuing education that will enhance my ability to fulfill my duties effectively.
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## STUDENT-CENTERED FOCUS

1. I will be continuously guided by what is best for all students of the District.
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# BOARD AUTHORITY

## Texas Association of School Boards

- BAA Legal - issued 10/10/19
- BAA Local - issued 11/3/10
- BBE Legal - issued 5/24/19
- BBE Local - issued 5/24/19
- BDAA Legal - issued 12/2/02
- BDAA Local - issued 11/7/06

## ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

(Set down by State statute)

1. No Board member or officer has authority outside the Board meeting.
2. No Board member can direct employees in regard to performance of duties.
3. The Board President shall:
  - a. Preside at all Board meetings,
  - b. Appoint committees,
  - c. Call Special Meetings,
  - d. Sign all legal documents required by law
4. The Vice President shall:
  - o Act in the capacity of President in the absence of the President.
5. The Secretary shall:
  - a. Keep accurate record of Board meetings.
  - b. Call meetings and act in the capacity of the President, in the absence of the President and Vice President.
  - c. Countersign all warrants.

## ROLE OF BOARD IN EXECUTIVE SESSION

1. Board can only discuss those items listed on the executive session agenda and as limited by law.
2. Board must vote in a public session.
3. Discussions during executive session must remain confidential.



# COMMUNICATION

## Texas Association of School Boards

- BED Local - issued 10/10/19
- BBE Local - issued 5/24/19

## INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORTS

1. Board members shall request information and/or reports through the Board President and the Superintendent.
2. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the entire Board.
3. Board members are encouraged to advise the Superintendent and Board President of questions or concerns on agenda items before the Board meeting.

## CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

1. The Board member will hear the citizen's problem for full understanding.
2. If the constituent requests assistance in addressing an issue or a problem, the Board member shall first evaluate the validity of the claim.
3. If the request or complaint appears to be valid and is urgent, complicated or has potential for major consequence, the Board member shall refer the request to the Superintendent or designee for administrative action.
4. If the request or issue is not urgent, the Board member shall clearly explain to the constituent the District's chain of command. The Board member shall then direct the constituent back into the system to talk to the teacher, principal, transportation office, and the like.
5. The Board member may need to provide the constituent with contact information. The constituent shall be invited to contact the Board member again if a timely response is not received from district staff.
6. Board members may remind the person sharing the concern that the Board member wishes to remain impartial in the event the concern/complaint becomes a grievance that is subject to board review.

## EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

1. The Board member will hear the employee's problem for full understanding.
  - a. Repeat problem back to employee.
  - b. Explain chain of command to employee.
  - c. Remind employee of the due process in the chain of command.
2. Board members are encouraged to notify the Superintendent as quickly as possible after learning of an issue.
3. Board members may remind the person sharing the concern that the Board member wishes to remain impartial in the event the concern/complaint becomes a grievance that is subject to Board review.

## BOARD MEMBER VISIT TO SCHOOL CAMPUS ACTIVITY

1. Board members are encouraged to attend special events on campuses.
2. Board members shall not go into teacher's classrooms or campuses for the purpose of evaluation or investigation.
3. Board members must notify the principal of visits to campuses when they are not attending a scheduled activity.

## COMMUNICATIONS

1. Superintendent will meet with the Board President on a routine basis.
2. Superintendent will communicate with all Board members via regular transmittals.
3. Superintendent will annually provide a planning calendar with anticipated Board reports and recurring action items each July.
4. Superintendent will communicate information in a timely fashion to all Board members.
5. Requests to the Superintendent and Board President from any Board member will be distributed to all Board members.

## MEDIA INQUIRIES TO THE BOARD

1. 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 calls from the media should direct them to the Board President or designee. Individual Board members can answer media questions related to their personal stance on pending issues; however, the Board President will be the official spokesperson for the Board as a whole.



## CONSTITUENT PHONE CALLS, LETTERS AND/OR ELECTRONIC COMMUNICATION WITH THE BOARD

1. Confidentiality will be maintained to the extent permitted by state and federal law.
2. The College Station ISD Board of Trustees encourages input; however, anonymous calls, letters or

electronic communication will not receive Board attention, discussion or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

## CONSTITUENT CONDUCT DURING BOARD MEETINGS

1. Constituent participation in the regular Board meeting:
  - a. A person may address the board on an agenda or a non-agenda item by completing a note card located next to the sign in sheet and giving the card to the Board executive assistant (or Clerk) prior to the public comment agenda item.
  - b. Comments regarding non-agenda items and agenda items will be heard at the time listed on the agenda as "HEARING OF CITIZENS," which will be before any items are considered by the Board (including consent agenda items).
2. Board response to persons addressing the board during the regular meeting:
  - a. The Board shall not engage in dialogue with persons during the board meeting on non-agenda items in compliance with the Open Meetings Act.
  - b. The Board President may direct the Superintendent to investigate issues raised by speakers and report back to the Board through transmittal or at a designated meeting.
  - c. Each speaker is limited to three minutes.
  - d. Those citizens who require the use of an interpreter will be allowed six minutes.
  - e. Each speaker is limited to one opportunity at the microphone regardless of minutes used.
  - f. Unused minutes from one speaker may not be accrued by another speaker.
  - g. The Board President shall recognize persons who sign up to speak in the order the cards are submitted to the Board executive assistant (or Clerk).
  - h. The person addressing the Board shall stand at the microphone and state his/her name and indicate whether or not they reside in the district.
  - i. Sign-in note cards shall request speakers to be respectful in their comments.
  - j. The Board asks that those addressing the Board refrain from derogatory comments.

- k. No signs or placards shall be brought into the boardroom.
- l. The audience shall refrain from talking or applause during the comments.
- m. The President shall read the following introductory remarks before public comments are listed on the agenda:

*During this time, public comments are welcome. The Open Meetings Act prevents us from responding to speakers regarding items not on the agenda. Comments related to items on the agenda may be discussed during deliberations on that specific agenda item. Please complete the note card and give it to the executive assistant (Clerk to the Board). Public comments are limited to three minutes per person. Those needing an interpreter may have up to six minutes. Each person has one opportunity at the microphone regardless of minutes used. Unused minutes may not be accrued by another speaker. The executive assistant (Clerk to the Board) will time the comments and alert the President when time has expired. The Board asks that those addressing the Board refrain from derogatory comments.*

3. Participation in Public Hearings is the same as section above with the following changes:
  - a. During Public Hearings, the Board is assembled only to gather information.
  - b. The introductory remarks change to reflect the difference in setting (a hearing) and the difference in time limits (four minutes rather than three).
  - c. Board members shall not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
  - d. Each speaker is limited to four minutes.
  - e. No limit shall be made on how many persons may speak on an issue or position.
  - f. The Board may elect to receive electronic or written input relating to the issue being discussed.



# BOARD MEETINGS

Texas Association of School Boards

BE Legal - issued 1/14/21

BE Local - issued 11/3/10

BEC Legal - issued 11/3/17

BED Legal - issued 10/10/19

BED Local - issued 10/10/19

## BOARD MEETINGS

1. Agenda development for regular meetings shall be as follows:
  - a. The tentative agenda is created by the administration and presented to the Executive Committee the week prior to the Board meeting.
  - b. The Board encourages the Superintendent to include at least one report on student achievement or issue closely related to student achievement at regular Board meetings.
  - c. Board members shall submit agenda items to the President at least eight days prior to the Board meeting and items so submitted shall be placed on the agenda.
  - d. At least 72 hours in advance of each meeting, Board members will receive information for all agenda items including title, purpose, background, relevant state statutes as needed, related district policy as appropriate, proposed costs (if any), funding sources, etc.
2. The College Station ISD Board will meet in a regular monthly business session on the third Tuesday of each month in the CSISD Board Room.
  - a. Changes in the date and place to accommodate holidays and special events will be approved by the Board in advance.
  - b. Additional meetings may be called as needed.
  - c. Emergency meetings may be called in accordance with requirements set forth in the Texas Education Code.
3. The normal agenda for Board sessions shall be as follows:
  - a. Public Workshop session
    - i. Traditional workshop agenda items involve hearing reports and receiving background information related to upcoming Board decisions.
    - ii. The usual procedure is to hear information related to the following month's meeting.
    - iii. Low priority items on the agenda may include a vote of the Board.
  - b. Public Board Meeting
    - i. Call to Order

- ii. Declaration of Quorum
- iii. Welcome message:

*Welcome to this meeting of College Station Independent School District Board of Trustees. We were elected at large to represent the interests of our community and our state in educating our students. Our mission for our students in this district is "success each life, each day, each hour". We adhere to all pertinent laws, policies and procedures in posting agendas and conducting our meetings. The detailed agenda information was made available to us at least 72 hours in advance, and we have all come to this meeting informed and prepared. We have just completed a workshop meeting where we heard reports and discussed much of the information needed to make decisions in either this meeting or in upcoming meetings.*

*This is a meeting of the seven trustees in a public setting rather than a public meeting. As such, public comment is included on the agenda at a specific time and requires us to listen rather than take action so as to abide by the Open Meetings Act. We are pleased that you have taken time this evening to join us. We are very proud of this school district and we thank you for your interest in and support of our students.*

- iv. Pledge of Allegiance to the American and Texas flags; Moment of Silence
- v. Recognitions: Staff, Students, Artwork
- vi. Board announcements/Committee and liaison reports
- vii. Superintendent announcements
- viii. Hearing of Citizens (non-agenda/agenda items)
- c. Consent Agenda
  - i. Consent agenda items are generally routine and trustees have knowledge of their content and how they affect the District. Examples could include renewal of Region VI and TEA items, budget amendments, financial information, minutes of meetings, updates of Board Policy, personnel items



- and bid recommendations.
- ii. Before or during a meeting, any Board member can request that a consent agenda item be brought to the Board for discussion, questions and consideration.
- d. Superintendent reports aligned with district plans and goals.
- e. Items for Board consideration.
- f. Executive Session if needed according to Texas Government Code
  - i. 551.071 consultation with an attorney
  - ii. 551.072 deliberation regarding real property
  - iii. 551.074 personnel matters
  - iv. 551.076 deliberation regarding school security devices

- v. 551.082 school children; school district employees; disciplinary matter or complaint
- vi. 551.0821 school board; personally identifiable information about public school student
- vii. 551.083 certain school boards; regarding consultation with representative of employee group
- viii. 551.084 investigation; exclusion of witness from hearing
- g. Regular session to vote, if needed, on Executive Session items.
- h. Adjournment

## BOARD MEETING PROCEDURES

1. Four Board members constitute a quorum.
2. The Board shall observe parliamentary procedures in Robert's Rules of Order.
3. All discussion shall be directed solely to the business currently under deliberation.
4. The Board President shall keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
5. Voting
  - a. The President may vote on all action items and can make or second motions.
  - b. In case of a tie vote, the item is postponed. The President shall bring the item back to the board on a subsequent agenda.
  - c. When only four Board members attend a meeting, a unanimous vote of those four members is required to pass motions.
6. The Board President has the right to recognize Board members prior to giving their comments.
7. Executive (closed) sessions
  - a. Closed session agenda items can be declared in advance and listed on the agenda or a Board member can, during a meeting, request a closed session on any agenda item that qualifies under the Texas Government Code exemptions to the Open Meetings Act as listed in above.
  - b. The Board can only discuss those items listed on the closed session agenda and limited by law.
  - c. The Board must vote in a public session.
  - d. Discussions during closed session must remain confidential.
8. Electronic devices shall be turned off/silenced. A Board member with emergency needs for outside contact during a meeting will notify Board members in advance.
  - a. Board members shall dress and act professionally.



# BOARD DEVELOPMENT

Texas Association of School Boards  
BDB Local - issued 11/3/10

## EVALUATION OF THE BOARD

1. Annually at a workshop, retreat, or training:
  - a. The Board conducts a self-evaluation.
  - b. The Team of 8 (Superintendent and 7 Board Members) reviews the Board Operating Procedures.
  - c. The Superintendent conducts new Board member three hour local orientation.
2. The evaluation of the Board and Superintendent is an indication of the success the Governance Team is having in meeting established goals.
  - a. In a workshop meeting, the Board reviews and revises annually the core beliefs and commitments.
  - b. The District's vision statement, belief statements, priorities and goals are disseminated to employees and the public via the District website, at school and community events, in printed materials and in reports to print and live media.

## CRITERIA FOR SELECTING BOARD OFFICERS

1. Candidates for the President of the Board, Vice President and Secretary must have at least one year's experience on the Board.
2. Officer elections are held at the first regularly called meeting following the November General Election of each year.
3. If Board officers are not available to conduct officer elections, the Superintendent shall assume that role.

## PROCESS FOR SELECTING BOARD OFFICERS

Highest level presiding executive committee member begins with the breakdown of the process (below):

In closed session:

1. Poll members that would like to run for the position of President (raising of hand) and/or ask for nominations.
2. Each potential officer candidate will then have 3 minutes to speak on their own behalf.
3. At completion of each candidate's speaking turn, members will then be able to ask the candidate questions.

4. Deliberation to determine whether a consensus can be reached regarding the President. No votes will be taken in closed session.
5. Repeat the same steps for Vice President and Secretary positions.

In open session:

1. Formal action is taken on the slate of officers in open session.
2. If consensus is not reached, formal action will be taken on each officer position individually in open session.

## COMMITTEE ASSIGNMENTS

1. The Board President shall seek input and make committee assignments each July for the proceeding school year.
2. Committee assignments shall be made to the following committees\*:
  - a. Audit
  - b. District Education Improvement Committee (DEIC)
  - c. Education Foundation
  - d. Head Start Policy Council
  - e. Intergovernmental Committee (IGC)
  - f. Personnel Advisory Committee (PAC)
  - g. Safety and Security
  - h. School Health Advisory Committee (SHAC)
3. If Board membership changes in November, new Board members shall assume the committee membership of the member of whom they replaced.

\*Committee assignments to ad hoc committees will be made on an as needed basis.