



Board Operating Procedures

Approved: 10.16.2024

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Mission Statement

San Isidro ISD builds on the tradition of pride and academic excellence providing each student with the necessary skills to achieve their full potential.

Mission Beliefs

- We advocate for everyone in our learning community.
- We innovate to create opportunities.
- We expect excellence

Role and Authority of the Board (BBE LOCAL)

1. The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act.
2. No Board member or officer has authority outside the Board meeting.
3. Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
4. No Board member can direct employees in regard to performance of their duties.

Board Officers

1. At the first meeting after each election and qualification of Trustees, the members of the Board shall organize by selecting:
 - a. A president, who shall be a member of the Board.
 - b. A vice-president, who shall be a member of the Board.
 - c. A secretary, who may or may not be a member of the Board.
 - d. Such other officers and committees as the Board may deem necessary.
 - e. Term of office is for two years, unless the Board re-organizes before the next election.

Nominations

Any Trustee may be nominated for any Board Officer position. Existing Board Officers may be nominated to continue in the same position.

Automatic Nominations

In addition to regular nominations, current Board Officers shall be automatically nominated for the next higher office. For example, the current Vice-President (if still on the Board following the most recent election) will be automatically nominated for President, and the current Secretary (if still on the Board) will be automatically nominated for Vice-President. Should that current Board Officer decline the nomination, he/she will be placed at the end of the order for automatic nominations.

In addition, the longest standing Trustee (the Trustee with the longest current, uninterrupted tenure as a Board Member) that is not a current Board Officer shall be automatically nominated as the Secretary. Should that Trustee decline the nomination, he/she will be placed at the end of the order for automatic nominations and the next longest standing Trustee will be automatically nominated for the office of Secretary.

All Trustees are permitted to vote for the Board Officer of their choosing in all circumstances. The aforementioned is merely a system for automatic *nominations*, and is not intended to, and will not, entitle any automatic nominee to be elected to any Board Officer position or otherwise influence the outcome of any vote.

Nomination/Voting Procedures

The secretary acts as the president pro tem and conducts the election of a president. The new president resumes the remainder of the elections.

Best practice in school board officer elections is to keep the nominations open long enough for members to make other nominations if they'd like. "Hearing no additional nominations; if there is no objection, then we'll close nominations."

It's also best practice to take nominations for each office separately and vote on them before proceeding to the nominations and voting for the subsequent offices. This allows board members to be nominated for other officer roles.

- Any member of the board can nominate another member of the board for an officer role, including nominating themselves.
- Nominations for officer roles don't require a second.
- More than one person can be nominated for an officer role.

Voting

Officers are elected by majority vote of the Trustees present and voting.

In the Via Voice method, when there is more than one nominee for an office, candidates are voted on in the order nominated. The chair asks for all in favor of a particular nominee, then for all opposed, before moving on to the next nominee. If the first nominee does not receive a majority of "yes" votes, the second name is announced and the "yes" and "no" votes called for. Voting continues for each nominee until one receives a majority. When one has received a majority, the remaining nominees need not be announced and voted on.

2. The duties and powers of the President of the Board include, but are not limited to, the following:
 - a. Call a meeting of the Board, giving public notice not earlier than the 30th day or later than the tenth day before the meeting, to discuss and adopt the budget and the proposed tax rate. *Education Code 44.004* [See CE and CCG]
 - b. Ensure that the annual financial statements are published as required by law. *Local Gov't Code 140.006* [See CFA]
 - c. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. *Education Code 11.153*
 - d. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. *Education Code 11.154(b)*
 - e. In addition to the duties required by law, the President of the Board shall:
 - Preside at all Board meetings unless unable to attend.
 - Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

3. The Vice President of the Board shall:
 - a. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
 - b. Become President only upon being elected to the position.
4. The Secretary of the Board shall:
 - a. Ensure that an accurate record is kept of the proceedings of each Board meeting.
 - b. Ensure that notices of Board meetings are posted and sent as required by law.
 - c. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
 - d. Countersign documents as directed by action of the Board.
 - e. Receive notification from Administration of the posting of Board meetings in compliance with law.

Board's Standard of Conduct

1. Board Members will be knowledgeable of the Board of Trustees' Code of Ethics and the Code's implications of their day-to-day actions.
2. The President will present a copy of the "Code of Ethics" to each Board Member annually.
3. Board Members will share with each other and the Superintendent the legal opinions received from training sessions and conferences.
4. Each Board member will sign an annual "Statement of Disclosure" according the Board Policy

Board Member Ethics: (BBF LOCAL)

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

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 or my responsibilities.

HONOR

IN CONDUCT

I will tell the truth.

I will share my views while working for 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.

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 not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

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 avoid personal involvement in activities the Board has delegated to the Superintendent.

I will seek continuing education that will enhance my ability to fulfill my duties effectively.

STUDENT-CENTERED FOCUS

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

Board Meetings (BE LEGAL)

1. The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the Board is present and voting.
2. There are typically 3 types of "Board Meetings" a) Regular Board meeting. Generally held on the 3rd Wednesday of the month. Taking care of normal school business (72-hour notice). b) Special Called meeting. These may be called to take care of business that can not wait for the next Regular called meeting (72-hour notice), and c) Emergency Called meeting. This is called for a state of emergency in the district. (Fire, Power outage, heavy damage or accident) (2-hour notice).
3. "Meeting" means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. "Meeting" also means a gathering:
 - a. That is conducted by the Board or for which the Board is responsible;
 - b. At which a quorum of members of the Board is present;
 - c. That has been called by the Board; and
 - d. At which Board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.
4. The term "meeting" does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state, or national convention or workshop, ceremonial event, or press conference, if formal action is not taken and any

discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference.

5. The attendance by a quorum of the Board at a meeting of a committee or agency of the legislature is not considered to be a meeting of the Board if the deliberations at the meeting by the Board members consist only of publicly testifying, publicly commenting, and publicly responding to a question asked by a member of the legislative committee or agency.

How to: Prepare the Board Meeting Agenda

1. Any board member may request an item be placed on the agenda for board consideration. The deadline for submitting items for inclusion on the agenda is noon of the seventh calendar day before regular meetings and noon of the third calendar day before special meetings. (BE LOCAL)
2. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
3. The draft agenda will include previously scheduled items from the board activity calendar and any items required by law.
4. Use of a consent agenda to present items for a single vote without discussion will conform to the following guidelines:
 - a. Placement of items on the consent agenda will be at the discretion of the board president.
 - b. Items that may be included on the consent agenda.
 - i. Routine items
 - ii. Minutes of regular and special board meetings
 - iii. Routine bid recommendations in alignment with district policy
 - iv. Second reading of district policies
 - v. Approval of personnel contracts that comply with district policies

Related Policies: BE (LOCAL), BJA (LOCAL)

How to: Prepare for Board Meetings

1. Administration will ensure that supporting information required for informed decision-making is supplied to each member in the Board Meeting Agenda Packet through Board Book online.
2. Agenda packets will be available to board members at least two days before scheduled board meetings.
3. All participants will be prepared to address items on the agenda.
4. Board members will read agenda packet materials before each board meeting.
5. Board members will ask agenda-item-related questions of the superintendent at least two hours before the scheduled board meetings.
6. Board members are not precluded from asking relevant questions about agenda items during board meetings. However, the right to questions should not serve as an excuse for lack of meeting preparation.

Related Policies: BE (LEGAL)

How to: Request Information About Meeting Agenda Items

1. Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.
2. Any questions about agenda items or requests for additional information about them should be directed to the superintendent.
3. Requests for information or questions about any agenda item will be made at least two hours prior to the scheduled meeting.
4. If a written report is provided in response to the request, all board members will receive a copy of both the request and report prior to the opening of the meeting.
5. Board members may discuss the provided information or ask additional questions about the agenda item in the meeting.

Related Policies:

How to: Participate in Discussion, Debate, and Voting

1. The board shall observe the parliamentary guidelines in Robert's Rules of Order (Newly Revised).
2. The board may adopt additional meeting rules to supplement Robert's Rules of Order by majority vote after placing the issue on an agenda for discussion. The locally adopted procedures shall supersede Robert's Rules when the two conflict. Locally adopted rules must be in compliance with law.
3. The board president will have full authority to follow and enforce Robert's Rules, this procedure, and any other rules established by the board including the following:
 - a. Members will not speak without being recognized by the president.
 - b. The president may limit time of debate by individual members to allow each member an opportunity to speak for three minutes. If time is limited, the president will ensure that each individual receives equal time to speak.
 - c. The board president must recognize board members, staff members, or advisors wishing to speak.
 - d. Board members shall direct comments solely to the business under deliberation.
4. The board president shall:
 - a. Allow each board member to speak on each issue being considered.
 - b. Allow opposing viewpoints to be heard in turn.
 - c. Ensure that before a member is allowed to speak to an issue for a second time, each member who has not spoken is provided an opportunity.
 - d. Ensure that discussion pertains to the current agenda item being addressed and shall halt discussion that does not apply to the business of the board.
 - e. Halt discussion on issues raised that are not on the agenda. The president will ask if the issue should be placed on a future agenda for discussion, and note if a board member and/or the board desire the item were included in a later discussion.
 - f. Have the same right as any board member to make motions and vote. The president will first provide an opportunity for other board members to make a motion before offering his or her own motion.
5. The consent agenda will be addressed in the following way:
 - a. When the president announces the consent agenda for voting, any individual board member may ask the president to remove a particular item from the consent agenda for individual consideration.
 - b. When a member makes such a request, the president will announce that the requested item is removed from the consent agenda.
 - c. Following action on the consent agenda, the president will allow questions or discussion on any items removed from the agenda at the request of a board member.
6. Voting will be by roll call.

7. Each board member will exercise his or her right and obligation as an elected official to participate in deliberations and vote on each item before the board unless a conflict of interest exists.

Related Policies: BE (LEGAL), BE (LOCAL), BBFA (LEGAL)

How to: Participate as a Trustee in “Public Comment”

1. Persons wishing to address the board during open public comment will comply with the provisions of policy BED (LOCAL) that outlines the specific times and procedures applicable to public comments during board meetings.
2. During the “public comment” section of the meeting, board members will listen to comments but, as the designated spokesperson, only the president may respond if a response to the speaker is required. Those responses are limited to:
 - a. Correcting misstatements of fact presented by the speaker.
 - b. Referring the speaker to applicable board policy.
 - c. Placing the item on a future board agenda for discussion if not listed on the current board agenda.
3. With the approval of the board, the president may direct the superintendent to investigate matters brought forward during public comment and report findings to the board at a later meeting.
4. If a member of the public has been afforded an opportunity to speak and his or her comments reflect a complaint about an individual district staff or board member, the president will refer the speaker to the appropriate formal grievance policy.
5. The board must bear in mind that residents who speak during public comments have First Amendment rights. The board should seek legal advice before disallowing a resident's contribution to public comment based solely on the content of the speaker's comments.

Related Policies: BED (LEGAL and LOCAL), FNG (LOCAL)

How to: Communicate with Team Members between Meetings

1. Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
2. Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.
3. Board members who wish to share information relevant to district business or issues scheduled to come before the board will relay the information to the board president for

placement on a future agenda or to the superintendent for distribution to all members. Board information may be either hard copy or electronic documents.

4. The superintendent will communicate with each board on a regular basis including such information as:
 - a. District events (Web Calendar)
 - b. Progress reports on board goals and directives
 - c. Follow-up reports in answer to board member questions
 - d. Updates on administrative matters or district operations
5. The superintendent will meet with the board president as needed, or communicate by telephone, fax, and/or e-mail to inform him or her of district issues that may need to come before the board for information or action.
6. The board president may direct the superintendent to distribute copies of documents to each member of the board for information.
7. The superintendent will communicate requested information to all board members in as timely a manner as possible without interfering with the regular conduct of district business.

Related Policies: BE (LEGAL) and BJA (LOCAL)

How to: Request Information Not Related to Agenda Items

1. Members should request information not related to a meeting agenda item directly from the superintendent.
2. The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed. If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided as soon as reasonable.
3. In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the board president of this fact.
4. The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
5. If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
6. All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

Related Policies: BBE (LOCAL)

How to: Communication with Legal Counsel

1. The Board authorizes the superintendent to contact legal counsel on behalf of the district.
2. Board members, as a body in a called session, are authorized to contact legal counsel on behalf of the district.
3. Individual board members may contact legal counsel to ask school business related questions. Prior to contacting legal counsel, individual board members are asked to inform the Board President or Superintendent of their intent to do so. Please keep in mind that legal counsel represents the Board as a whole and not individual Board Members.

How to: Visit Campuses as a Board Member

1. Board members are encouraged to attend as many school events as their time permits.
2. Board members may visit any campus after checking with the principal or Superintendent, about the best time to visit.
3. Board members are required to check in with the principal's office and to follow campus guidelines for visitors.
4. Board members may interact with any staff member or student during lunch or recess as long as they do not disrupt the learning process.
5. Board members have the same access rights to teachers and classrooms as any other community member and/or parent. Their access to teachers and classrooms will be governed by the same district policies and campus guidelines that govern parents and community members. However, Board members are reminded that their observation of a teacher may hamper their ability to act on that teacher's contract and/or serve as an impartial panel member in cases which result in appeals to the Board.
6. Board members may not give any direction to any staff or students.
7. When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than as board members.
8. Board members will not request or accept extraordinary consideration or "favors" from any district employee.

Related Policies: GKA (LEGAL), BBF (LOCAL) and BBFA (LEGAL)

How to: Respond to Community or Employee Complaints

1. Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal. Remind the complainant that only the board, not individual board members, can take action to correct a situation.
2. Complainants should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
 - a. DGBA (LEGAL and LOCAL) pertains to employees,
 - b. FNG (LEGAL and LOCAL) pertains to parents and students,
 - c. GF (LOCAL) is for public complaints.
3. Generally those policies are very similar and require complaints be dealt with through the "Chain of Command". They provide the following information:
 - a. The complainant should first discuss the problem with the person in authority closest to the problem.
 - b. If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a."
 - c. The administrative supervisor will help the complainant initiate any correspondence or forms required in policy and attempt to resolve the complaint.
 - d. If still not satisfied, the complainant may appeal to the superintendent or designee for resolution. (level 2)
 - e. If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the board following local policy. (level 3)
4. Board members may inform the superintendent of complaints from staff and community but will not direct the superintendent to take specific actions.
5. The superintendent shall inform the board of the resolution of complaints referred by board members if the complaint requires superintendent intervention.

Related Policies: DGBA (LEGAL), DGBA (LOCAL), FNG (LEGAL), FNG (LOCAL), GF (LOCAL)

How to: Communicate with the Media

1. The board president or, in his or her absence, the vice president will serve as the board spokesperson to the media on issues regarding board actions.
2. The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on issues of district attention.
3. Any board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the superintendent for district business and to the board president for board-specific issues.

4. If speaking to a media representative, board members should clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees.
5. When speaking as an individual, the board member will remind media representatives of the official position or action already taken on the issue by the board of trustees and refer media to the spokesperson for further information.
6. It is inappropriate for a board member to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.

Related Policies: BBF (LOCAL), BDAB (LOCAL), BJA (LOCAL), and GBB

How to: Communicate with the Community

1. Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:
 - a. Relay information about district goals.
 - b. Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
 - c. Support board decisions.
 - d. Interact in a positive manner.
 - e. Listen politely and respectfully to comments.
 - f. Make no commitment on behalf of the board or district.
 - g. Not criticize district personnel.
 - h. Refer questions about specific district activities to the appropriate staff person when they do not know the answers.
2. The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.
3. Signed letters addressed to the board or a board member will be forwarded to the president or the superintendent.
4. The board will communicate to the community collectively through district communication vehicles authorized by the board in policy or the district communication plan.

Related Policies:

How to: Participate in Evaluation of Superintendent

1. The Superintendent's contract will be formally evaluated in January of each year.
2. The Board will conduct a formative and summative evaluation of the Superintendent's performance:
 - a. Formative— will be conducted in July and will be based upon District goals.
 - b. Summative Evaluation – will be conducted in January and will be a written evaluation using an evaluation instrument developed with the Board president.
3. Evaluation is conducted in closed session.

4. The Superintendent's contract will be reviewed annually. Terms and conditions of the contract as well as compensation will be reviewed annually at the January meeting.

How to: Orient New Board Members

1. Local district orientation will be scheduled to take place within 60 days of the date a new board member takes the oath of office.
2. The superintendent and board president or the president's designee(s) will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.
3. Orientation will include but is not limited to:
 - a. General district information such as
 - i. Geographic area included and number of square miles
 - ii. Campus attendance boundaries
 - iii. Number of students, teachers, and other employees
 - iv. Number of campuses and their enrollments
 - v. Student demographics
 - vi. Administrative structure and directory of key personnel
 - vii. Ongoing issues of interest to patrons
 - b. Overview of district programs and operations such as:
 - i. District vision, mission, goals, and plans including
 1. District planning and evaluation process and calendar
 2. Most recent State report, campus report cards, and district annual report
 - ii. District budget overview including
 1. Current adopted budget summary
 2. Recent trends in revenue, appropriations, tax rates, property values
 3. Annual financial audit
 4. Development process and calendar
 - iii. Overview of district curriculum objectives, standards, and instructional programs
 - iv. Policy development and review process and location of manuals
 - v. Personnel hiring practices and salary schedule
 - vi. Superintendent performance goals, current superintendent evaluation instrument, process, and calendar
 - c. Team operations, including
 - i. Overview of roles and responsibilities of the board and superintendent
 - ii. Required continuing education and calendar of training opportunities
 - iii. Current team improvement goals and continuing education targets
 - iv. Annual board activity calendar
 - v. Calendar of district and board events
 - vi. Current team operating procedures

Related Policies: BBD (LEGAL)

School Board Training Requirements

Continuing education requirements for independent school board trustees are established in [Texas Education Code, §11.159](#), [Texas Administrative Code §61.1](#) and Texas Government Code, §§ [551.005](#), [552.012](#), and [2054.5191](#). This table provides a summary of these requirements. Use the links in the *Eligible Provider(s)* column to find a provider.

| Required Continuing Education | First Year in Office | Subsequent Years in Office | Eligible Provider(s) |
|--|--|-----------------------------|---|
| Local District Orientation | Three hours within the first 120 days in office | N/A | Local District |
| Orientation to the Texas Education Code | Three hours within the first 120 days in office | N/A | Education Service Centers |
| Update to the Texas Education Code | Following each legislative session and of sufficient length to address major changes | | <ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches |
| Team-building (Team-of-eight) | Three hours | Three hours every year | <ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches |
| Additional Education based on Framework for School Board Development | Ten hours | Five hours every year | <ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches |
| Evaluating and Improving Student Outcomes | Three hours within the first 120 days in office | Three hours every two years | <ul style="list-style-type: none"> • Authorized Providers • LSG Coaches |

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| Sexual Abuse, Human Trafficking, and Other Maltreatment of Children | One hour within the first 120 days in office | One hour every two years | <ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches |
| Open Meetings Act (OMA) | One hour within the first 90 days in office | N/A | Attorney General of Texas |
| Public Information Act (PIA) | One hour within the first 90 days in office | N/A | Attorney General of Texas |
| Cybersecurity | Varies by provider | Every year | Department of Information Resources |
| School Safety | Two hours within the first 120 days in office | Every two years | <ul style="list-style-type: none"> • TEA Learn • Technical Support |

SAN ISIDRO ISD NEW TRUSTEE ORIENTATION CHECKLIST

| Initial when Completed | ITEM | INDIVIDUAL TO CONTACT | DEADLINE | DATE COMPLETED |
|------------------------|--|--|----------------|----------------|
| | | | | |
| | GETTING STARTED | | | |
| | Order New Board Member Literature <ul style="list-style-type: none"> Getting Started as a New School Board Member A New Board Member's Guide to Parliamentary Procedure A New Board Member's Guide to Superintendent Evaluation | Superintendent/ Board President | Within 30 days | |
| | Review of Texas Association of School Boards (TASB) <ul style="list-style-type: none"> Membership in TASB (Benefits and uses) Networking Opportunities (Region One Education Service Association of School Boards) | Superintendent/ Board President | Within 30 days | |
| | Review of Board Operating Procedures Manual Review District Strategic Plan (Attached) | Superintendent/ Board President | Within 30 days | |
| | Meetings of the Board-Work Session, Regular, and Called (Board Meeting Calendar Attached) | Board President | Within 30 days | |
| | Review of Open and Closed Meetings | Board President | Within 30 days | |
| | Review of Board Policies (Available Online) <ul style="list-style-type: none"> Legal Local | Board President | Within 30 days | |
| | Review Calendar for Major Events and Dates | Board President | Within 30 days | |
| | Schedule time for training on use of BoardBook during board meetings | Superintendent | Within 30 days | |
| | REQUIREMENTS AND LOGISTICS | | | |
| | Technology and Network Access | Superintendent will provide all IT access needs. | Within 10 days | |
| | San Isidro ISD Email Access | Superintendent | Within 10 days | |
| | User ID and Password for BoardBook | Superintendent | Within 10 days | |

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| | Once you get your ID and password, you can log into BoardBook to access your board agendas and other information at https://meetings.boardbook.org/ | | | |
| | BOARD PRESIDENT | | | |
| | <ul style="list-style-type: none"> Board Member Responsibilities Team of 8 Common Mission, Vision, and Purpose Process for Hiring a Superintendent Evaluation of Superintendent Superintendent's Contract Board Officer Elections Role and Authority of Officers | Board President | Within 30 days | |
| | BOARD MEMBER AND SUPERINTENDENT RELATIONSHIP | | | |
| | <ul style="list-style-type: none"> Superintendent's Responsibilities Organizational Chart District Quick Facts | Superintendent/ Board President | Within 60 days | |
| | COMMUNICATION | | | |
| | Constituent Concerns/Complaints <ul style="list-style-type: none"> FNG (LOCAL) DGBA (LOCAL) | Superintendent/ President | Within 60 days | |
| | Superintendent/Board Communications <ul style="list-style-type: none"> Individual Board Member Briefings | Superintendent | Within 60 days | |
| | Dealing With The Media | Superintendent | Within 60 days | |
| | CAMPUS VISITS AND DISTRICT STAFF | | | |
| | Procedures for Campus Visitation | Superintendent/ Board President | Within 60 days | |
| | Complaints Or Concerns That Arise When Visiting Campuses | Superintendent | Within 60 days | |
| | COMMUNITY AND SCHOOL EVENTS | | | |
| | <ul style="list-style-type: none"> Board Member Representation at Local Community, District, and Campus Activities | Superintendent/ Board President | Within 60 days | |
| | CONTINUING EDUCATION REQUIREMENT | | | |
| | <ul style="list-style-type: none"> First Year Board Members = 17 Hours Experienced Board members = 8 Hours Annually (Inclusive of Team of 8 Training) Team of 8 Training (Completed by end of calendar year) Legislative Updates | Superintendent / Board President | Within 60 days | |

| | | | | |
|--|---|---|----------------|--|
| | Opportunities for Continuing Education <ul style="list-style-type: none"> • TASB Summer Leadership Institute (SLI) • TASA/TASB Convention | Superintendent/ Board President | Within 60 days | |
| | CONTINUOUS IMPROVEMENT | | | |
| | <ul style="list-style-type: none"> • Mission and Vision and Goals • District Strategic Plan • Board Goals • Board Member Goals • Board Self-Evaluation • Department and Campus Goals • Continuous Improvement Training | Superintendent/ Board President | Within 60 days | |
| | INTRODUCTION TO DEPARTMENTS | | | |
| | <ul style="list-style-type: none"> • Overview of Education Operations • Overview of Business Operations • Overview of Human Resources • Overview of Communications | Superintendent/ Department Representatives- Executive Council | Within 60 days | |

The onboarding processes have been completed.

Signature of Board of Trustee Member
Date

Date

Signature of Board President