Katy Independent School District

Board Operating Procedures

2023-2024

Revision	Date	Description	Originator	Legal Review	Board Member Review/Approval
	August 28, 2023	Approved for Use	Victor Perez	J. Graham	All Board

Approved: Victor Perez Board of Trustees - President	**Approved** Ken Gregorski, Ed.D. Superintendent of Schools

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1.0 Preface

a) The *Katy Independent School District Board Operating Procedures* have been established based on legal policies approved and local policies adopted by the Board of Trustees. Formally adopting and adhering to these procedures, via a majority Board vote, ensures that the Board operates as a cohesive team to accomplish the District's vision, mission, and goals.

b) The Board President shall ensure these Board Operating Procedures are reviewed, updated as required, and approved at least annually.

2.0 Board Member Creed

The Katy ISD Board member Creed:

a) I am a citizen elected to represent the people of the entire District.

b) My authority as a School Board member exists as one member of a body corporate and is only exercised during legally announced and called meetings.

c) I am not expected to do the work related to the educational process or general school administration/operation. However, I am responsible for seeing the work is done.

d) My work as a School Board member consists of:

   i. Adopting goals and priorities and monitoring to ensure successful implementation of the goals and priorities that are adopted.

   ii. Adopting, reviewing, and revising policies and reviewing the effectiveness of their implementation.

   iii. Hiring and evaluating the superintendent

   iv. Adopting a budget and setting a tax rate

   v. Being familiar with, and participating in, District policies on receiving feedback from the community, responding to concerns from the community, and keeping the community updated on status of the District and critical information.

   vi. Attending Board meetings, understanding and complying with Board Polices, and understanding how to interact with District staff.

e) The Superintendent and District staff conduct the operation of the school District. I deal directly with the Superintendent or through the Board President and do not attempt to handle school business directly with District staff.

f) I listen impartially to all persons who come with questions, problems, or comments on the capabilities or personalities of school employees/systems/policies. I direct them to the appropriate District employees and apprise them of applicable administrative and grievance polices.

g) In all my actions and decisions, I will consider and promote that which is in the best interests of the District as a whole

3.0 Code of Ethics

Katy ISD School Board Member Code of Ethics:

a) Be fair, just, and impartial in all decisions and actions.

b) Accord others the respect I wish for myself.

c) Encourage expressions of different opinions and listen with an open mind to other's ideas.

d) Be accountable to the public by accurately representing District policies, programs, priorities, and progress.

e) Be responsive to the community by seeking its involvement in District affairs and by communicating District priorities and concerns.

f) Work to ensure prudent and accountable use of District resources.

g) Make no personal promise or take private action that may compromise their performance or responsibilities.

h) Tell the truth.

i) Share views while working toward consensus.

j) Respect the majority decision as the decision of the Board.

k) Base decisions on fact rather than supposition, opinion, or public favor.

l) Refuse to surrender judgment to any individual or group at the expense of the District as a whole.

m) Uphold all applicable laws, rules, policies, and governance procedures consistently.

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

o) Focus attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.

p) Diligently prepare for and attend all Board meetings.

q) Avoid personal involvement in activities the Board has delegated to the Superintendent.

r) Seek continuing education that will enhance my ability to fulfill my duties effectively.

s) Be continuously guided by what is best for all students of the District.

Related Policies	
Board Member - Ethics	BBF(LOCAL)

4.0 Organization of the Board

a) At the first meeting after the votes have been canvassed, the Board shall elect Board leadership consisting of Board President, Vice President, and Secretary. All candidates for Board Leadership positions shall be current members of the Board. The Board may assign a District employee to provide clerical assistance to the Board (Secretary for Board Services). Officers shall be elected by majority vote of a quorum of Board members present and voting.

b) The Board shall elect a representative from the Board to serve as representative for the Texas Association of School Boards (TASB). All Board members are eligible to apply for the TASB position by completing the required TASB application form. The TASB representative will be selected by majority Board vote; for a term as defined by TASB.

c) The Board may elect other officers as deemed necessary by a majority vote of the Board.

d) A vacancy among officers of the Board shall be filled by majority action of the Board.

e) Board officers shall serve for a term of one year or until a successor is elected.

f) Officers may succeed themselves in office.

g) Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

h) In addition to the duties required by law, the Board President shall:

   i. Preside at all Board meetings unless unable to attend. If the President is unable to attend, the Vice-President shall preside over the Board meeting

   ii. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

   iii. Secure the resolution of complaints concerning Board members.

   iv. Maintain decorum and control at all meetings.

      - Advise audience that demonstrations or outbursts shall not be permitted.
      - Have authority to dismiss those preventing or disrupting a lawful meeting.
      - Call for a recess to maintain order.

   v. Sign documents as directed by Action of the Board.

i) The Vice-President of the Board shall:

   i. Act in the capacity and perform the duties of the Board President in the event of the absence or incapacity of the Board President.

   ii. In the event of an immediate vacancy of the Board President, Vice-President acts in the capacity of President until a new Board President is selected by majority vote at the next Board meeting.

j) The Secretary of the Board shall:

i. In the absence of the Board President and Vice-President, call the Board meeting to order and perform the duties and act in the capacity of the President of the Board

ii. Attest to the Board President's signature on all legal documents when required.

iii. Sign documents as directed by Action of the Board.

Related Policies	
Officers and Officials – Duties and Requirements of Board Officers	BDAA(LOCAL)

5.0 Teambuilding and Evaluation of the Board

a) As the governing body for Texas public schools the Board of Trustees shall oversee the management of the District. To effectively meet the challenges of public education, school boards and superintendents must function together as a governance leadership team.

b) The entire Board shall participate with their Superintendent in an annual teambuilding session.

c) The Board President has the responsibility of working with the Superintendent to schedule the teambuilding, finalize the agenda, and select the facilitator.

d) Teambuilding session shall be provided by a Region ESC or a registered provider.

e) The session shall include a review of the roles, rights, and responsibilities of the Board as outlined in the framework for governance leadership. The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the year for the governance leadership team.

f) The Board annually evaluates its performance as a team, with attention given to the District's vision and goals; fulfilling the Board's duties, responsibilities, and commitments; and the Board's working relationship with the Superintendent.

Related Policies	
Board Members – Training and Orientation	BBD(LEGAL) & (LOCAL)
Board Members – Training and Orientation	BBD(EXHIBIT)

6.0 Powers and Duties

The District is governed by a Board of Trustees who, as a body corporate, shall oversee the management of the District and ensure that the superintendent implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of District operations.

Related Policies	
Board Legal Status – Powers and Duties	BAA(LEGAL) & (LOCAL)

7.0 Committing the Board

a) 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.

b) The Board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551 (Open Meetings Act), at which a quorum of the Board is present and voting. Unless authorized by the Board, a member of the Board may not, individually, act on behalf of the Board.

Related Policies	
Board Members - Authority	BBE(LEGAL) & (LOCAL)

8.0 Board Member Standard of Behavior & Code of Conduct

a) Any time four or more Board members are gathered to discuss, or discuss, District business, it is considered a quorum/meeting which must comply with the Texas Open Meetings Act.
b) Board members shall be knowledgeable of, and abide by, the Board of Trustees' Code of Ethics and the Code's implications on a Board member's day-to-day actions.
c) The Board President (or designee) shall provide a copy of the Board Operating Procedures and the Code of Ethics to each Board member after each Board election, as appropriate.
d) Each Board member shall sign an annual Statement of Disclosure according to Board Policy.
e) The Board has employed a General Counsel to represent the Board and the District.
f) The Board may, at its discretion, retain its own attorney or attorneys, as it deems appropriate, as legal counsel to represent the Board.
g) The Board President and all Board members shall channel legal inquires, seek information, and communicate with its own attorney, or other attorneys retained to represent the District as set forth in BDD(LOCAL).

Related Policies	
Board Meetings	BE(LEGAL)
Board Member – Ethics	BBF(LOCAL)
Ethics – Conflict of Interest Disclosures	BBFA(LEGAL) & (LOCAL)
Board Internal Organization – Attorney	BDD(LOCAL)

9.0 Board Training & Orientation

a) Each Board member must complete any training required by the State Board of Education (SBOE) and the State of Texas.

b) Each Board member shall complete additional continuing education based on the framework for governance leadership.

Related Policies	
Board Members – Training and Orientation	BBD(LEGAL) & BBD(EXHIBIT)
Technology and Resources – Cybersecurity	CQB(LEGAL) & (LOCAL)

10.0 Developing Board Meeting Agendas

a) In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.

b) The Board President has authority to place an item(s) on the Board Agenda.

c) In addition to the process outlined in 10.a. and b., an item may be placed on the agenda if at least two (2) Board members request such in writing with at least ten (10) days advance notice.

d) The Superintendent shall include on the preliminary agenda of the Board meeting all topics that have been requested by any two (2) Board members in the required time frame (see 10.c above) and those items that are required by law.

e) Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval.

f) In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board President or any two (2) Board members have requested to be addressed are included on the next scheduled Work Study Meeting agenda. If the Superintendent requires more time to prepare for the requested topic, the Superintendent can request the Board President defer the topic to the next regular meeting or a subsequent Work Study Meeting. The Board President must obtain approval from requesting Board members to defer a topic to the next regular meeting or a subsequent Work Study Meeting to allow administration time to adequately prepare to discuss the requested topic.

g) The Board President shall not have authority to remove from the agenda a subject requested by any two (2) Board members without at least one (1) of those Board members' specific written authorization.

h) In any month where a Work Study Meeting and a Regular Meeting are scheduled, Section 10.0 c) and d) enabling two Board members to place an item on an agenda, shall only apply to the Work Study Meeting. Pursuant to Sections 11.0 and 12.0 the Regular Meeting shall largely be devoted to consent and action items resulting from the reports, presentations and discussion occurring in the immediately preceding Work Study Meeting.

i) Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

j) Agenda packets and supporting material on posted agenda topics should generally be provided to Board members via electronic posting at least 72 hours before the start of the Board Meeting.

k) Board member questions regarding agenda items and pre-read material should be directed to the Superintendent (cc the Board President). Board members should attempt to have all questions or requests for additional information regarding the agenda submitted a minimum of 24 hours prior to start of the Board meeting. The Superintendent and his Executive Cabinet will make every effort to respond to Board member agenda questions prior to commencement of the meeting; or address Board member questions at the Board Meeting.

l) An annual agenda content calendar will be maintained by the Superintendent's office. This annual Board planning calendar will be used as a guideline for determining routine items that need to be on each regular Board meeting agenda.

m) The Superintendent and Board President will develop an annual Board meeting calendar that will include Regular Board Meetings, Special Called Meetings, and Work Study Meetings.

n) Board resolutions are not required to be, but may be, read aloud at the Board meetings, provided the full resolution is included in the official Board minutes.

o) The Superintendent, Secretary for Board Services, and the Superintendent's cabinet are responsible for developing the Board meeting script and submitting it to the Board President for approval. All motions included in the Board meeting script shall include sufficient information to clearly document the motion that was considered and/or approved, including but not limited to:

   i. Contract award recipient
   ii. Type of contract
   iii. Value of contract and/or Not to Exceed (NTE) values
   iv. Other data as requested by Board President

Related Policies	
Board Meetings	BE(LOCAL)

11.0 Work Study Meetings

The purpose of Work Study Meetings is for Board members to review and discuss agenda items. For each item included in the Work Study Meeting agenda, the District personnel shall furnish the Board with background material, and the appropriate District personnel shall be present and be prepared for a detailed discussion including responding to questions from the Board. Generally, no action shall be taken at the Work Study Meetings, including any action on items that may have been considered as Consent Agenda items during a Regular Board Meeting.

12.0 Regular Board Meetings and Consent Agenda

a) A consent agenda during a Regular Board Meeting shall consist of items that were included, reviewed and discussed, in a previous Work Study Meeting.

b) For each item listed as part of a consent agenda, the Board shall be furnished with background material.

c) The appropriate District administration personnel should be present at the monthly regular Board meeting and be prepared for detailed discussion on any items included on the consent agenda, if requested by a Board member.

d) All consent agenda items included in Regular Board Meetings shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual discussion/consideration and/or individual motion and vote. Any single board member can request an item be removed from the consent agenda, for discussion/consideration and individual motion and vote, prior to the consent agenda vote. The remaining items shall be adopted under a single motion and vote.

e) The consent agenda items are limited to the following items:

i. Routine personnel assignments
ii. Minutes of previous Board Meetings
iii. Budget Amendments
iv. Routine Contract/Purchasing agreements
v. Acceptance of Gifts/Grants
vi. Any agenda items that were reviewed and discussed in a previous Work Study meeting unless withdrawn from the consent agenda pursuant to 12.0 d).
vii. Other items as agreed to by Superintendent and Board President

Related Policies	
Board Meetings	BE(LOCAL)

13.0 Board Meeting Protocols

a) The Board shall observe the parliamentary procedures set out in *Robert's Rules of Order (for Small Boards and Committees), Newly Revised*, except as otherwise provided in Board procedural rules or by law.

b) Voting shall be by voice, show of hands, or electronic keypad, as directed by the Board President.

c) Discussions shall be addressed to the Board President and then the entire Board membership.

d) 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.

e) The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

f) A video and audio recording shall be made of all meetings of the Board that are held in the Board Room. This shall include Work Study, Regular, or Special Meetings. A meeting shall be exempt from this requirement if it is held in a place other than the Board Room where proper recording equipment is not available and the Board is not legally required to record the meeting.

g) The Board shall not record any Closed Meetings of any kind.

Related Policies	
Board Meetings	BE(LOCAL)
Board Meetings – Closed Meetings	BEC(LEGAL)

14.0 Non-Agenda Items

a) The Board shall not deliberate or respond to patrons regarding any subject that is not included on the agenda posted with notice of the meeting.

b) Board members may, but are not required to, respond with discussion on posted agenda items at the time and in the order the agenda item is posted for consideration.

c) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda of a subsequent meeting.

Related Policies	
Board Meetings – Public Participation	BED(LOCAL)

15.0 Open Forum

Audience participation at a Board meeting is limited to the Public Comment / Citizen Participation portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

a) At every meeting of the Board, the Board shall allot time to hear from persons who desire to make public comment to the Board about posted agenda items prior to their consideration or action on the item.

b) At each Regular Meeting, the Board shall allot 30 minutes for citizen participation to hear persons who desire to make comments to the Board on non-agenda related items.

c) Public Comment and Citizen Participation shall be governed by Board Policy BED(LEGAL) & (LOCAL).

d) Board members shall not resolve disputes nor answer questions. The Board President or Superintendent may provide specific factual information or recitation of existing policy. Board members shall not deliberate or respond to patrons regarding any subject that is not included on the agenda posted with notice of the meeting.

Related Policies	
Board Meetings – Public Participation	BED(LEGAL) & (LOCAL)

16.0 Closed Meeting

a) A Board may conduct a Closed Meeting as authorized by the Texas Open Meetings Act, Texas Government Code Chapter 551.

b) The Board shall not conduct the Closed Meeting unless a quorum of the Board first convenes in an Open Meeting for which proper notice has been given and in which the presiding officer has publicly announced the sections of the Open Meetings Act or other applicable law under which the Closed Meeting is held.

c) 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.

d) The Board shall keep a certified agenda of the proceedings of each Closed Meeting, except for private consultation with the Board's attorney.

e) No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public.

f) No Board member shall knowingly call or aid in calling or organizing a Closed Meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act or participate in a Closed Meeting that is not permitted under the Open Meetings Act.

g) All information provided and opinions shared in a Closed Meeting shall remain confidential unless otherwise agreed upon by the Board. Non-compliance may result in private and or public censure.

h) The Board President and Superintendent will mutually determine when to include others in Closed Meetings as appropriate by law and policy.

i) A Board member can request an update on District legal issues in a Closed Meeting through a request to the Superintendent and Board President, at least five (5) days prior to the meeting.

Related Policies	
Board Meetings – Closed Meetings	BEC(LEGAL)

17.0 Complaint Referral

a) If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, that Board Member shall refer the complaints to the Superintendent (cc Board President) or another appropriate District administrator, who shall proceed in responding according to the applicable Board policy.

   i. Board members shall not communicate about District business directly with the Superintendent's Cabinet or District staff without prior approval from the Superintendent, except that the District shall not restrict the ability of a District employee to communicate directly with a member of the Board regarding a matter relating to the operation of the District.
   ii. Board members can direct community members to the appropriate District personnel.
   iii. The Superintendent (or his designee) will ensure the complaint is responded to in a timely manner.

b) When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

c) Written communications regarding a concern or complaint, received by a member of the Board, shall be forwarded to the Superintendent's Office for appropriate follow-up and/or response

d) If Board members receive complaints from a District employee, Board members are encouraged to ask the employee to follow steps in accordance with District policy.

e) A Board member can request information from the Superintendent regarding the resolution of a complaint by making the request in writing to the Superintendent (and cc Board President).

f) Nothing in this Section 17.0 is intended to prohibit a Board member from communicating with, including meeting with, employees, parents, students, or other members of the public to receive input or, who may have a concern or complaint.

Related Policies	
Board Members – Authority	BBE(LOCAL)

18.0 Requests for Reports, Information, Access to Records

a) No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records.

b) Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

c) If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.

d) An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.

e) An individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy FL(LEGAL) & (LOCAL).

f) An individual Board member shall seek access to records or request copies of records from the Superintendent (and cc Board President).

g) At the time a Board member is provided access to records or reports that are confidential or otherwise not subject to public disclosure [see GBA(LEGAL)], the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements and the District's information security controls.

h) In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for two hundred (200) or more pages of material in a 90-day period.

i) District information provided to the Board shall be used for District purposes only.

j) Information requested by a Board member will be provided to all Board members.

Related Policies	
Board Member – Authority	BBE(LOCAL)

19.0 Campus Visits

All Board members are encouraged to visit schools and attend school events.

a) Board Member – Board Adopted Schools

i. The Board President will assign Board member adopted schools by feeder patterns. The adopted school feeder patterns will be re-assigned at the beginning of each school year by rotating the assigned school feeder pattern one position. Newly elected Board members will enter the feeder pattern rotation at the same location as the Board member they are replacing. The intent of the Board member adopted schools is to ensure each school has a Board member ambassador, increase Board member visibility, offer support, and foster community relations.

ii. Board members may visit any District school, but are encouraged to give priority to their assigned schools by visiting their assigned schools at least once annually.

iii. To avoid disruption and burden to local staff at the start of the semester, Board members shall not make campus visits during the instructional day within the first six (6) days of the semester without approval of the Superintendent and Board President.

iv. Individual Board members interested in visiting schools shall coordinate with the respective school principal, provide them with reasonable advance notice and inform the Superintendent or his designee of such visits. If a Board member is invited to attend a school event during the instructional day, by school leadership, no advance notice is required.

v. If a Board member plans to visit a school not part of a Board member's assigned schools, that Board member is encouraged, as a courtesy, to inform the assigned Board member for that school prior to making the visit.

vi. School visitation requirements do not apply to visits as a parent, grandparent, or spectator.

b) Board members shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus.

c) Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations.

d) Any campus visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

e) Board members with children enrolled in the District's schools and classrooms shall be entitled to the same rights, privileges, and courtesies as all other parents or guardians.

f) When making a visit or engaging in a conference of a personal nature concerning the Board member's child, the Board member and the faculty or staff shall not let official position interfere with or dictate decisions that should be fair and impartial.

g) Board members shall not make requests of teachers or school District organizations. Requests of teachers or District organizations shall be made through the Superintendent.

Related Policies	
Board Members – Authority	BBE(LOCAL)

20.0 Media Relations/Requests and Social Media

a) The Board President or designee shall be the official spokesperson for the Board to the media on issues of media attention.

b) The Board President or designee may only make statements on actions or positions upon which the Board has taken official action.

c) Press releases issued by the Board shall be approved by the Board President prior to release unless an emergency or public necessity exists.

d) The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.

e) Board Member(s) who receive a call from the media requesting information, comments, or an interview regarding District business will direct the caller to the Chief Communications Officer, who will notify the Superintendent of the call.

f) The Superintendent will notify the Board of media issues of significant importance. If the matter is urgent, the Superintendent will promptly notify the Board.

g) Statements shall not be made to the media regarding personnel or other matters protected by law.

h) A Board Member retains the right to speak to the media as an individual but must understand that any comment will likely be interpreted by viewers/readers as an "official" statement of the Board. In speaking as an individual, the Board Member shall:

   i. Clarify that he/she is speaking as an individual and not for the Board of Trustees.

   ii. Remind the media representative(s) that official statements of the Board are made only by the Board President (or his/her designee).

   iii. Remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.

i) Board members who participate in Social Media, including but not limited to Facebook, LinkedIn, Twitter, and Instagram should:

   i. Be careful to avoid online conversation that could be construed as speaking for the Board or constituting as an online Board meeting.

   ii. Not include photos of Katy ISD children without the express written consent of the parent or guardian, unless the photograph is taken from a public production or public event

   iii. Avoid posting content that suggests the Board member has already formed an opinion on pending Board action.

   iv. Remember that discussing District business on social media creates a public record. Post only content that the District has already released to the public.

j) The District Communications department will organize a monthly Board video, to be distributed to the community after each regular board meeting. The Board video will highlight key decisions and actions taken at the regular board meeting; and recognize accomplishments of District students and staff for the preceding month. The monthly Board video will be broken down into two (2) parts:

i. Monthly Video - Part 1 - Key decisions actions taken at the monthly Board meeting. Presenter shall be Board President or Board leadership; or other Board member as approved by Board President.

ii. Monthly Video – Part 2 - District staff and student highlights for the month. Video Part 2 can be conducted by any active Board member, as approved by Board President.

Related Policies	
Board Members – Authority	BBE(LOCAL)
School Communications Program – News and Media Relations	GBAA(LOCAL)

21.0 Board & Superintendent Communications

a) Reference section 17.a above for protocol regarding Board Member communications with Superintendent on concerns/complaints from community members, parents, students, staff, or other members of the public.

b) The Superintendent shall send the Board a weekly written update on critical active issues occurring in the District. The weekly update shall also include written responses from the Superintendent on any specific Board member queries received that week. The Superintendent shall send time sensitive information on an as needed basis. The Superintendent shall include the name of the requesting Board member, when responding to all Board member queries.

c) The Superintendent may meet with the Board President on a routine basis to discuss District issues.

d) The Superintendent shall communicate with the Board as soon as possible on emergencies via e-mail, phone, or personal contact. The Superintendent may communicate with the Board President directly on emergency or confidential issues. The Board President will determine when to share such confidential communications with the Board.

e) The Superintendent can communicate with the Board as a whole or with individual Board members.

f) Board members can set up one-on-one meetings with the Superintendent as requested by the Board member. A Board member is not required to notify the Board President of the one-on-one meeting.

g) The relationship between the Superintendent and each Board Member involves participation from both parties. The Superintendent shall strive to build and maintain interpersonal relationships with each Board member. To meet this requirement, the Superintendent shall initiate a quarterly one-on-one session with each Trustee. The objective of this quarterly one-on-one meeting is to answer Board member questions, discuss concerns, and for Board member to provide feedback directly to Superintendent.

Related Policies	
Board Members - Authority	BBE(LOCAL)

22.0 Evaluation of the Superintendent

a) The evaluation of the Superintendent is a confidential record of the District and shall be considered confidential to the extent permitted by law.

b) The Board President is responsible for directing the Superintendent's annual evaluation and contract update process.

c) Quarterly Evaluation:

   i. The Board shall conduct three (3) formative Superintendent evaluations, scheduled quarterly.

   ii. The objective of the Quarterly Evaluation is for the Board to provide feedback to the Superintendent. This feedback should serve to provide the Superintendent clarity on any necessary adjustments and to avoid any unnecessary surprises at the year-end summative evaluation.

   iii. The quarterly evaluations shall be conducted in Closed Session of a regularly scheduled meeting unless otherwise determined by Board President and Superintendent.

   iv. The Trustee who holds the position of Board Secretary shall capture all feedback received during the Quarterly Superintendent Evaluation as a record of the feedback and any actions discussed. All Trustees shall sign the confidential and privileged Quarterly Evaluation record to ensure all feedback was captured and recorded accurately. The Superintendent's Quarterly feedback record shall be included in the year-end evaluation binder.

d) The formal Superintendent Evaluation will be completed by the end of April each year. See *Table 22.0 – Annual Superintendent Summative Evaluation - Timeline.* The objective of the Summative evaluation report is to provide Board guidance to the Superintendent for actionable items related to the agreed upon performance criteria. Board member feedback to the Superintendent on other issues is encouraged, at the Quarterly one-on-one sessions (reference 21.g above).

e) The instrument used to evaluate for the annual summative evaluation, and the feedback provided by the Trustees on the annual summative evaluation, shall be based on and limited to:

   i. Texas Law

   ii. Superintendent's Approved Employment Contract

   iii. Superintendent's Job Description/Duties

   iv. Approved District Strategic Plan goals.

   v. Such other factors as are deemed relevant by the Trustees.

f) Any personal accomplishments the Superintendent wants to communicate with the Board, can be included in the Superintendent's Quarterly and Final evaluation binder.

g) All Board members are allowed to participate in the Quarterly and Annual Superintendent evaluations. A new Board Member shall be required to be on the Board a minimum of 6 months before the new Board Member's feedback will be included in the annual Superintendent's summative report.

h) The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in Closed Meeting. The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

   i. Clarify to the Superintendent his or her role, as seen by the Board.

   ii. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.

   iii. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.

   iv. Develop and sustain a harmonious working relationship between the Board and the Superintendent.

   v. Ensure administrative leadership for excellence in the District.

i) The Superintendent's contract and compensation adjustments will be reviewed and considered at the time of the annual evaluation each year, unless otherwise determined by the Board. See *table 22.0 - Annual Superintendent Summative Evaluation Timeline* for details.

j) Evaluation Process:

   i. The Board president shall conduct a Superintendent Evaluation/Training, in Closed Session at a regular board meeting, at least one (1) month prior the April regular Board meeting. See table 22.0 - Annual Superintendent Summative Evaluation Timeline for details.

   ii. The Board shall use a secure and confidential electronic site to review and submit documents for the evaluation. Hard copy documents of any kind must be requested in writing to the Board President and Superintendent.

   iii. The Board President will communicate in writing, via email, with all Board members the actions, timelines, expectations, and process for completing the evaluation.

   iv. Each Board member will have an individual secure folder. The Board President will be the only person to have access to all folders. Associated permissions will be reviewed prior to the start of the process.

   v. The secure SharePoint site will include a shared folder that contains the Superintendent's annual electronic evaluation documentation binder, pre-read documents, comparison salary data, and the draft and final draft summative evaluation report.

   vi. Board members will notify the Board President when the Board member has completed their individual evaluation. Board President shall not access each Board member's evaluation folder until this notification has been received.

   vii. The Board President shall complete the draft final summative evaluation based on Table 22 – Annual Superintendent Summative Evaluation Timeline.

viii. Summary evaluation includes:

- Category scoring matrix by each individual Board member
- Compilation of all written feedback by category to include board member identification

ix. A Board Member may change responses to their comments and scoring up to 24 hours after the Special Board meeting where the DRAFT Superintendent Evaluation was reviewed. (See item F on Table 22 – Annual Superintendent Summative Evaluation Timeline).

x. The Board President may present options for contract and/or salary adjustments as part of the pre-read material.

xi. Any action to approve the Superintendent's annual evaluation or contract amendments shall be made by action in a Board meeting. Any amendment to the Superintendent's contract shall be placed on the District's website.

xii. After Board action, Board member evaluation forms will be removed from the secure site by Superintendent (or his designee). All pre-read material and final signed evaluation shall be printed and will be placed in the secure vault while the Superintendent remains employed and then all documents will be officially destroyed.

xiii. Any changes to the Superintendent evaluation instrument shall be approved by a majority of the Board. The process for completion of the evaluation can be modified by agreement between the Superintendent and Board President. If agreement cannot be reached, then by majority Board vote.

Related Policies	
Superintendent – Evaluation	BJCD(LEGAL) BJCD(LOCAL)
Duties of Superintendent	BJA (LEGAL) BJA (LOCAL)

Table 22.0 - Annual Superintendent Summative Evaluation Timeline			
Item	**Day Of Week**	**Days prior to April Regular Board Meeting**	**Comment**
A.	Monday	0	April Regular Board Meeting – Open Session: • Approval of Superintendent Evaluation • Approval of Superintendent contract/compensation
B.	Monday	0	April Regular Board Meeting – Closed Session - Directly prior to the regular April open meeting; in an additional and dedicated Closed Session (4pm start); full board to review final version of summative report, Compensation/ Contract Changes *(Note – Board President, Superintendent, and District Counsel will have DRAFT updated Superintendent Contract available, with any proposed Contract changes discussed by Board, for review by Trustees during this Closed Session.)*
C.	Friday	3	Superintendent/Board Leadership – The Superintendent, President, and Board Leadership shall meet with the Superintendent to review final DRAFT of Annual Superintendent Summative Evaluation report. This version of referenced report has already been reviewed, updated, and endorsed by the entire Board.
D.	Thursday	4	Pre-read – final DRAFT Report – Board President provides Superintendent access to final DRAFT version of annual Summative report reviewed, updated, and endorsed by entire Board.
E.	Wednesday	5	Final Draft Report - President provides the entire Board final DRAFT report, including any updates agreed to at the Special meeting. Each Board member to advise President if the Final DRAFT report was updated in accordance with discussion at the Special meeting (see G below); and provide President approval to share the final Draft summative report with the Superintendent.
F.	Tuesday	6	Board Member Feedback – Final day for Board members to provide feedback to Draft Summary report to President.
G.	Monday	7	Special Meeting – Closed Session – Special meeting, closed session, Board members only; meeting dedicated to discussing: • Draft Superintendent Summative report. • Superintendent Compensation/Contract Adjustments
H	TBD	Min of 3 Days before Special Meeting	Pre-Read – At least 72 hours before Special Meeting, President to provide all board members access to initial DRAFT Summative Report in the confidential SharePoint site.
I.	TBD	Min of 7 Days before Special Meeting	Superintendent Compensation/Contract Data - A minimum of 7 days before the Special meeting, the Board President shall provide all Board members access to recent comparable TASB data on Superintendent compensation/contract in the confidential SharePoint site.
J	Friday	Min of 21 days before April Special Meeting	Superintendent- A minimum of 21 days prior to the April Special Board meeting, the Superintendent will deploy the electronic Evaluation Binder and Evaluation template to the SharePoint site the Friday after the Board President's training on the evaluation process.
K.	TBD	At Least 30 Days before April Meeting	Evaluation Timeline/Training - At least 30 days prior to the April regular open Board Meeting, in Closed Session (at a regular meeting); the President shall outline the timing of the Superintendent's annual summative evaluation process and provide training to Board members on how to complete the evaluation forms.

23.0 Violation of Board Operating Procedures / Board Member Conflict

a) Individual Board members are encouraged to express their concerns about another member's performance directly to that member.

b) If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.

i. The Board President shall discuss the concern with the individual in question on behalf of the reporting Board member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.

ii. The Board President shall remind the Board member whose behavior is in question about the adopted Code of Ethics and Board Operating Procedures.

iii. If the Board member in question does not believe his or her behavior is in conflict with the Board's Code of Ethics and/or Operating Procedures, an agenda item specifying "evaluation of individual Board member's performance" may be listed on the agenda, at the discretion of the Board President, for an upcoming Board meeting.

iv. The matter will be discussed by the full Board in Closed Meeting in an attempt to identify the behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness, up to and including private and public censure.

v. If the concern involves the Board President, a member may discuss his or her concerns with the Board Vice-President.

Related Policies	
Board Members – Ethics	BBF(LOCAL)

24.0 Committees

a) Board Committees - The Board may, from time to time as deemed necessary, create Board committees to facilitate the efficient and necessary operation of the Board. The Board President shall approve Standing Committees and Special Committees and appoint Board members to serve on the committees. The Board President may be a member of committees.

b) District and Campus Level Committees - The District will require Board member representation on various committees. All Board members are eligible to participate on District Committees. Board members shall submit committee interest directly to the Board President. The Board President will have authority to assign all committee appointments. Below is a list of typical District Committees requiring Board representation:

i. Strategic Design
ii. Bond Advisory
iii. Safety and Security
iv. Teacher of the Year
v. Facility Naming
vi. Partners in Education
vii. TASB Delegates

Related Policies	
Naming Facilities	CW(LOCAL)

25.0 Legal Issues

a) Board members shall channel all legal inquiries through the Superintendent and Board President, subject to communications pursuant to 8.0 f and 8.0 g.

b) Board members shall have no communication with persons (student, staff, parents, community members) engaged in an active formal grievance or legal action against the District. Board members shall disclose to the Board President and Superintendent if the member is contacted by such persons.

c) A Board member shall not proceed with any legal proceedings/ communication on behalf of the District or concerning District business, without District legal representation present.

d) All Board member Public Information Requests (PIRs) shall be coordinated and processed via the Superintendent, the Board President, and/or legal counsel.

Related Policies	
Student Rights and Responsibilities; Student and Parent Complaints/Grievances	FNG (LOCAL)
Safety Program/Risk Management; Security Personnel	CKE (LOCAL)
Public Complaints	GF (LOCAL)
Personnel Management Relations; Employee Complaint/Grievances	DGBA (LOCAL)

26.0 Board Member – Benefits

The following benefits shall be afforded to current and former Board members in perpetuity:

a) Annual District athletic passes will be provided at no charge to current and former Board members upon request.

b) Access to the District sponsored Hospitality Suites is limited to current Board members, their immediate family, and two (2) guests.

c) District representatives, which include current and outgoing Board members, may present diplomas to students. If a current or outgoing Board member will be presenting a diploma to a family member or someone other than a family member, the following process shall be followed:

   i. Current or outgoing Board member shall contact and request written permission from the parent of the non-family student and provide to Superintendent, Board President, and Secretary for Board Services.

   ii. Current or outgoing Board member shall inform the Secretary for Board Services of the name and campus for each student Board Member wants to hand a diploma to a minimum of ten (10) days in advance of graduation date.

   iii. The Secretary for Board Services shall coordinate Board member requests with the principals at each high school.

d) Former Board members may present a diploma to his or her direct descendant only; and shall follow the process below:

   i. Former Board member shall inform the Secretary for Board Services of the name and campus for each student Board Member wants to hand a diploma to a minimum of fifteen (15) days in advance of graduation date.

   ii. The Secretary for Board Services shall coordinate Board member requests with the principals at each high school.

e) During School Board Appreciation month, appreciation from staff and students will be limited to cards, videos, and placards; no trinkets or gifts will be exchanged.

f) Any conflict with Board member benefits will be resolved by the Board President.

Related Policies	
Student Activities – Commencement	FMH(LOCAL)

27.0 Acknowledgment

I hereby acknowledge that is it my responsibility as a Board member to review the Katy ISD Board Operating Procedures annually. My signature below indicates that I have reviewed the procedures and agree to abide by the standards, policies, and procedures contained therein.

Victor Perez, Board President	9/18/23 Date
Amy Thieme, Board Vice-President	9/18/2023 Date
Dawn Champagne, Board Secretary	9/18/23 Date
Lance Redmon, Board Member	9/18/23 Date
Rebecca Fox, Board Member	9-18-23 Date
Morgan Calhoun, Board Member	9.18.2023 Date
Mary Ellen Cuzela, Board Member	9/18/23 Date

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