

**MARTIN'S MILL INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES  
STANDARD BOARD OPERATING PROCEDURES**

**MISSION STATEMENT:**

*The Martin's Mill Community School is committed to individual excellence both in and out of the classroom. This will be accomplished by providing our students a quality education and the skills to successfully meet the challenges of tomorrow in a democratic society, while maintaining financial efficiency.*

**MARTIN'S MILL ISD VISIONING DOCUMENT 2018**

**Our students:**

- Will choose to be productive members of society who are fully equipped to continue their education or meet their career goals after graduation
- Will exhibit excellent character traits including honesty, integrity, and respect for self, and others, both on and off campus
- Will be well-rounded academically, physically, and spiritually
- Will be proud of their school and community and appreciate learning as a life-long endeavor
- Will be creative problem solvers who make sound decisions
- Will feel safe at school

**Our learning environment:**

- Will utilize an innovative curriculum that meets the diverse needs of all students, and equips them to be positive and contributing members of society
- Will be staffed with **certified**, dedicated, and caring individuals
- Will include homes, classrooms, and campuses communicating and working together to support a safe and nurturing educational experience
- Will integrate modern technology and training that maximizes learning for all students

**Our district and community:**

- Will work as a team providing resources to campuses as needed
- Will acknowledge education as a privilege and proudly accept responsibility for the learning process
- Will recognize the Martin's Mill Independent School District as the heart of learning, caring, and support for our students

## SCHOOL BOARD GOALS 2018-2019

- I. The District will make academics for all students a priority and guide them to experience academic success with a comprehensive curriculum where
  - A. annual academic success and growth is being monitored through a variety of assessments – Mastery Tests and Quarterly Assessments (10 growth points per grade level and content area on MMETT measure)
  - B. individual intervention plans are in place for those students in need of extra support – Intervention Period, Tutorials, and Blitz Days
  - C. the appropriate supplies, tools, and training are provided to staff and students as needed.
  - D. successes are communicated, rewarded, and celebrated.

\*EVALUATION – Assessment Results and Intervention Data

- II. The District will provide a high level of academic and extra-curricular rigor resulting in
  - A. all high school students meeting graduation requirements with at least one endorsement and being ready for postsecondary studies or the workforce.
  - B. All students being college-ready, industry certified, or entering the military
  - C. more community involvement and support in regards to our work program and other student internships.
  - D. New high school course offerings and more advanced courses & certifications

\*EVALUATION – Assessment Results, Graduation Plans, Work Internships, Master Schedule

- III. The District will develop a five year strategic plan that will include
  - A. a facilities study – Facility Committee,
  - B. a district technology plan

\*EVALUATION – Facilities Plan, Technology Plan, and the Master Schedule

- IV. The District will communicate effectively and work cooperatively with parents and the community to create a safe, well-disciplined learning environment that will shape students into respectful, productive, and patriotic citizens.

\*EVALUATION – Number of parent involvement activities, surveys and office referrals

## **MARTIN'S MILL ISD BOARD OF TRUSTEES**

Martin's Mill ISD has a seven member Board of Trustees that are elected at-large to fill available positions. The Board's Primary functions are goal setting and policymaking. It is the administration's responsibility to implement policy and to be accountable to the Board for doing so. The Board is responsible for the selection and appointment of the superintendent of schools and the approval of the annual budget.

### **Qualifications**

In accordance with the provisions of the Texas Education Code, a person may not be elected trustee of the Martin's Mill ISD unless the person is a qualified voter at the time of the election. An individual seeking election as a member of the Board of Trustees must have been a resident of the state for 12 months and a resident of the District for 6 months prior to the last date on which the candidate could file to be listed on the ballot. The Trustee must remain a resident of the District throughout his/her term of office. A member who ceases to reside in the District, vacates his/her office.

### **Terms**

Trustees in Martin's Mill ISD shall be elected at-large to serve staggered four-year terms. Elections are held in November on even numbered years to fill available positions in accordance with Board Policy and State law. Board Policy BBB (Local) specifies the schedule on which specific terms will expire.

### **Ethics**

The Martin's Mill ISD Board of Trustees is expected to promote the best interests of the District as a whole, and to that end, Board members shall adhere to established educational and ethical standards as specified in Board policy BBF (Local).

### **Resignation**

To be effective, a Board Member's resignation must be in writing and signed by the officer and must be delivered to the Board for action on the resignation. For actions requiring removal from office see BBC (Legal).

### **Vacancy**

If a vacancy occurs on the Board, the remaining members of the Board may fill the vacancy by appointment until the next regular Board election.

### **Training**

Each member of Martin's Mill ISD Board must complete training required by the State Board of Education, as stated in Board Policy BBD (Legal).

## **I. TYPE OF BOARD MEETINGS**

- A. Regular- Held the second Monday of each month at 6:30 p.m. (usually) in the Board Room at Martin's Mill School. (72 hour notice required).
- B. Special- Held at the President's discretion or on request of two or more Board members. (72 hour notice required).
- C. Emergency- Held when the President or two or more members determine an emergency or urgent public necessity exists. (2 hour notice required).

## **II. DEVELOPING BOARD MEETING AGENDA**

- A. Who can place items on agenda?
  - 1. Agendas are created by the administration and presented to the Board.
  - 2. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

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. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members 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 Board member without that Board member's specific authorization.

- B. When is the agenda finalized?
  - 1. No item is placed on the agenda less than 72 hours in advance of the meeting, unless an emergency or urgent public necessity exists.
  - 2. Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.
- C. When are Board members notified of a Board meeting?
  - 1. Board members shall be notified of a meeting:
    - At least 72 hours prior to a regular or special meeting.
    - At least 2 hours prior to an emergency meeting.
  - 2. Board members will be advised through administrative reports as the agenda summary and complex agenda items are being developed. Meeting materials will be sent out though BoardBook.
- D. What Items are discussed in Executive Session?
  - 1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meeting Law, or

2. Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Record Act cannot be placed on the open agenda.

**Items that may be discussed in executive session:**

Texas Government Code Section:

- 551.071 Private consultation with the board's attorney.
- 551.072 Discussing purchase, exchange, lease or value of real property.
- 551.073 Discussing negotiated contracts for prospective gifts.
- 551.074 Discussing personnel or to hear complaints against personnel.
- 551.075 To confer with employees of the school district to receive information or to ask question.
- 551.076 Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
- 551.082 Considering discipline of a public school child, or complaint or charge against personnel.
- 551.0821 Deliberate a matter regarding student if personally identifiable information will be revealed.
- 551.083 Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
- 551.084 Excluding witness from a hearing.

E. What is the Consent Agenda?

For items listed under the consent agenda, the Board has been furnished with background material on each item and/or it has been discussed at a previous meeting. All items on the consent agenda shall be acted on by one vote without being discussed separately unless requested by a Board member, in which the item shall immediately be withdrawn for individual consideration.

Items that can be included on the consent agenda are:

- Routine items
- Annual renewals of Region VII Contracts
- TEA items
- Budget amendments
- Gifts, donation and bequests
- Financial information
- Minutes of regular and special Board meetings
- Minutes of joint meetings with City or other government units
- Updates of Board policy
- Other items deemed appropriate by Board President and Superintendent

F. What are Consolidated action items?

1. The Superintendent may consolidate items on the agenda summary for possible group action or any Board member may suggest group action on items to expedite the Board meeting.
2. A request by any trustee shall remove any item from the suggested consolidated action list.

- III. CONDUCTING BOARD MEETINGS-** Anytime four or more Board members are gathered to discuss school district business, it is considered a meeting.
- A. Audience participation at a Board meeting is limited to the public comment 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.
- Public Comment
- B. At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.
- Board's Response
- C. Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
- Complaints and Concerns
- D. The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:  
 -Employee complaints: DGBA  
 -Student or parent complaints: FNG  
 -Public complaints: GF
- Disruption
- E. The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.
- F. Board response to patrons addressing the Board
1. Board members will listen attentively to comments.
  2. Board President may ask Superintendent to clarify an item.
  3. Board members will not respond or enter into discussion with the audience during the meeting as:
    - a. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
    - b. Items not on the agenda do not permit Board members to respond.
- G. Non-allowable comments (Board/audience)
1. The Board will not entertain comments on individual personnel or officials in public session (employees or Board members).
  2. The Board will not entertain comments on individual students in public session.

H. Hearings

1. During public hearings the Board is assembled only to gather input.
2. The Board will not answer questions or enter into dialogue except with their attorney in the case of employee hearing.
3. At the conclusion of the hearing or at a subsequent meeting the Board will determine the results of the hearing.
4. Rules for hearing will be strictly adhered to:
  - a. Board will limit response to 5 minutes per testifier (or as assigned/modified by Board President, as allowed by Board Policy)
  - b. Testimony is to be presented orally or in writing, as detailed in Board policy.
  - c. Board will not allow duplicate testimony.
  - d. Board will not allow derogatory comments.
  - e. Board members will not ask questions since they are acting as a tribunal.
5. Hearings held in executive sessions follow essentially the same procedures, but public audience is prohibited.

I. Robert's Rules of Order

1. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order or as spelled out in Board policy.
2. All discussion shall relate to the business currently under deliberation.
3. The Board President shall halt inappropriate discussion.
4. The Board President shall:
  - a. Recognize members prior to them giving their comments.
  - b. Be responsible for asking clarifying questions during hearings.

J. Discussion of Motions

1. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
2. All discussion items must be on the approved Board Agenda.
3. The Board President may make motions, second motions and enter into debate.
4. The Board President will vote on all action items.
5. Except in a conflict of interest as defined by law, Board members shall vote.

**IV. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION/REPORT**

- A. Board members shall request information and/or reports through the Board President or Superintendent. If the Board President or Superintendent questions the request, the request goes to the full Board for a majority vote.
- B. Members may also request information by Board action or by the request of an individual member made in a Board meeting after discussion by the Board as a whole
- C. The Superintendent, as requested or directed by the Board President, will gather the information before reporting and disseminating it in a timely manner to the entire Board.

**V. CITIZEN AND EMPLOYEE REQUEST/COMPLIANT TO INDIVIDUAL BOARD MEMBER**

- A. The Board member should hear the citizen/employee problem for full understanding of person involved, date and place.
  - 1. Repeat problem back verbatim to citizen/employee.
  - 2. Refer citizen/employee to the appropriate person/chain of command and the complaint procedure as outlined in Board policy.
  - 3. Remind the citizen/employee of due process and that the Board member must remain impartial in the event the situation comes before the Board.
  - 4. Board member should advise Superintendent of substantive or significant complaint within 24 hours.
  - 5. Board members and Superintendent must communicate in regards to complaint. The key issue is to provide “no surprises” for the Board members or Superintendent.

**VI. BOARD MEMBER VISIT TO SCHOOL CAMPUS**

- A. Board members are encouraged to attend any school events as their time permits and to support activities.
- B. Board members are not to go into teacher’s classrooms or campuses for the purpose of investigation or evaluation.
- C. Board member shall make reasonable efforts to contact the appropriate administrator prior to their visits, when not attending a scheduled activity.

**VII. COMMUNICATIONS**

- A. Superintendent will attempt to communicate with all Board members via e-mail, telephone, or personal visits.
- B. Superintendent will meet with Board President on a routine basis to discuss issues of the District.
- C. Superintendent will communicate information in a timely fashion to all Board members.
- D. Board will keep Superintendent informed via e-mail, telephone, or personal visit.
- E. Board will communicate with its community through board meetings, public hearings, and other methods as needed.
- F. All Board agendas and minutes will be available to members of the school staff.
- G. Board agendas and minutes will be posted on the BoardBook.
- H. All monthly Board Packets will be sent to board members at least 72 hours before the board meeting.
- I. Individual Board members cannot speak in an official capacity outside the Boardroom.

**VIII. EVALUATION OF SUPERINTENDENT**

- A. Each Board member will complete an MMISD Superintendent Appraisal.
- B. The Board will then complete a cumulative MMISD Superintendent Appraisal in executive session.
- C. Evaluations shall be conducted semiannually in January and again in June or July.
- D. Superintendent’s contract shall be acted on annually in January.

**IX. EVALUATION OF THE BOARD**

- A. Routinely assess status of Board/Superintendent team of eight.
- B. Evaluation is conducted in executive session on a schedule determined by the Board.
  - Are we following the code of conduct?
  - Are we following operating procedure?
  - Is the team of eight functioning?
  - Were goals effective?

**X. PROCESS FOR INSTILLATION OF NEW BOARD MEMBERS**

- A. Board members shall be sworn after the November Canvassing meeting.
- B. Board members shall be sworn in at the November Regular board meeting.
- C. A Notary Public shall swear in board members.
- D. Board members shall begin duties at the November Regular board meeting.

**XI. PROCESS FOR SELECTING BOARD OFFICERS**

- A. Officers are nominated and elected following the reorganization of the Board after the regular trustee election, which is held the first Saturday in November on even numbered years.
- B. Current Board President shall declare all offices open for nominations. Offices shall be filled in this order:
  - President
  - Vice-President
  - Secretary

**XII. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS**  
*Established by State Law*

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. President:
  - Shall preside at all Board meetings
  - Appoint committees
  - Shall call special meetings
  - Sign all legal documents required by law or Board policyVice President:
  - Shall act in capacity of President in absence of PresidentSecretary:
  - Ensure an accurate record of Board meetings are kept
  - Call meeting to order and conduct election of President Pro-Term in absence of President and Vice-President
  - Sign notices of official minutes and other documents as required.

**XIII. ROLE OF BOARD IN CLOSED SESSION**

- A. Board can discuss only those items listed on the agenda as limited by law.
- B. Board must vote in open session.
- C. Information during closed session MUST remain confidential.

**XIV. MEDIA INQUIRIES TO THE BOARD**

- A. The Board President or his/her designee shall be the official spokesperson for the Board to the media/press on issues of media attention.
  - (1) All Board members who receive calls from the media/press should direct them to the Board's spokesperson and notify the Board President and the Superintendent of the call in a timely manner.

**XV. ANONYMOUS PHONE CALLS/LETTERS**

- A. The Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention discussion or response and will not result in directives to administration.

**XVI. REVIEWING BOARD OPERATING PROCEDURES**

- A. Standard Board Operating Procedures will be reviewed and updated as needed or on an annual basis.
- B. When this publication is in conflict with Martin's Mill Independent School District adopted Board Policies, Board Policy shall be the governing document.