

8. Procedures for Employee Request or Complaint to an Individual Board Member

The Board member should hear the employees request or complaint for full understanding of persons involved, date, and place. Then:

- ❖ Describe the chain of command to the employee.
- ❖ Refer the employee to the appropriate person or to the Superintendent.
- ❖ Remind the employee of appropriate policy and that the Board member must remain impartial in case the situation is later considered by the Board.
- ❖ Inform the employee that the Superintendent or designee will respond in a timely fashion unless the employee requests no contact from the Superintendent.

9. Review of Operating Procedures

These Standard Operating Procedures will be reviewed and updated by the Board of Education as needed during the July Board meeting.

School Board Members

President- Brian Bersano

Vice President – Michele Blackmon

Secretary - Steve Sanders

Member – Gerald Essary

Member –Wes Johnston

Member – Michele Rinehart

Member- Cody Seale

District Administrators

Superintendent:

Mr. Tommy Hunter

Executive Director of Curriculum and Instruction:

Dr. Keri Hampton

Executive Director of Maintenance and Operations:

Gregory Duke

Executive Director of Finance:

Jon Lundmark

Technology Director:

Jerry Feiner

Transportation Director:

Gregory Duke

Director of Special Education:

Sandra Duke

Director of Athletics:

Jason Hooker

SCHOOLS	TELEPHONE	PRINCIPAL
High School	852-2321	Brandon Jones
Junior High	852-6931	Brad Robertson
B'Boro Interm.	852-7325	Laura Ballard
B'Boro Elem.	852-6461	Robbi McCarter
Chandler Interm.	849-6436	Lisa Brown
Chandler Elem.	849-3400	Susan Limmer
ACES	852-8021	Marianne Jones

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BROWNSBORO ISD School Board

Operating Procedures

Welcome to a meeting of the Brownsboro ISD Board of Education. This is a business meeting of the BISSD Board held in public. The information in this brochure is designed to define some of the procedures used during the meeting as well as review of several School Board practices.

1. Developing the Board Agenda

The Board meeting agenda is typically developed the week before the meeting. No later than noon of the seventh calendar day before the meeting, a member of the public may request, in writing, to the Superintendent, to have an item placed on the meeting agenda. The Board President will decide if the item is to be heard by the Board as a whole or should be handled by a school employee. Board members may request, at any time, to the Board President or Superintendent to place an item on an agenda. In accordance with Texas Open Meetings laws, no member of the Trustees can have an item placed on the agenda less than 72 hours in advance of the meeting except in an emergency.

2. Board Agenda Format

The Board meeting agenda is formatted to include citizens' comments, a consent agenda, and items to be discussed, considered, or formally acted upon. A closed session notice is placed on the agenda to address legally appropriate items such as personnel and legal issues.

3. Addressing the Board

There is an item on the agenda for citizens' input: Open Forum. Citizens may fill out a card at the meeting to notify the Board President that they wish to address the Board and indicate the topic they wish to discuss. There are rules governing Open Forum:

- ❖ There is a time limit on presentations.
- ❖ If a group wishes to speak on the same topic, a spokesperson may be required.
- ❖ Board members will hear comments, but may not enter into a discussion on matters not on the agenda.
- ❖ The President may direct the Superintendent to investigate the matter and report back to the Board.
- ❖ The Board may not hear comments on individual personnel or students in open session.

4. Meeting Procedures and Information

- ❖ The Board shall observe parliamentary procedures as found in Robert's Rules of Order - newly revised.
- ❖ The Board president has the option of voting on all motions.
- ❖ In case of a tie vote, the motion fails.
- ❖ The Board President will recognize each member prior to any question or discussion on agenda topic.
- ❖ No Board member has authority outside the Board meeting.
- ❖ No Board member can direct employees in regard to the performance of their duties.

5. General Information

- ❖ Board members may request any legally available information concerning the district, students, or personnel. The person providing information shall inform the Superintendent.
- ❖ Before visiting a campus, Board members should notify the building principal of their visit. Board members may not go into teachers' classrooms or individual buildings for the purpose of evaluation.
- ❖ Board members will evaluate the Superintendent during closed session each year in January.
- ❖ Closed session is restricted to the items listed on agenda as limited by law. The information presented in closed session is confidential.
- ❖ All voting will be done in open session.
- ❖ Anonymous telephone calls or letters will not receive board attention, discussion, or response and will not result in directives to the administration.
- ❖ Board officers are elected in May each year.

6. Communications

- ❖ The Superintendent will communicate with all Board members via telephone, fax and periodic written reports.
- ❖ The Superintendent will meet with the Board President on a routine basis to discuss issues of the District.
- ❖ The Superintendent will communicate information in a timely fashion to all Board members.

- ❖ The Board will keep the Superintendent informed via telephone, fax and personal contact.
- ❖ The Board will communicate with the community through public meetings, special meetings, and the media.
- ❖ The Board President or Superintendent shall be the official spokesperson for the Board on media issues.
- ❖ Individual Board members cannot speak in an official capacity outside of the Board meeting.

Procedures for Patron Request or Complaint to an Individual Board Member

The Board member should hear the citizen's request or complaint for full understanding of the persons involved, date, and place. Then:

- ❖ Describe the chain of command to the patron.
- ❖ Refer the patron to the appropriate person or to the Superintendent.
- ❖ Remind the citizen of appropriate policy and that the Board member must remain impartial in case the situation is later considered by the Board.
- ❖ Inform the patron that the Superintendent or designee will respond in a timely fashion.