



CCISD Board Operating Procedures



Copperas Cove Independent
School District

Operating Procedures

(Reviewed 3/11/2026)



CCISD Board Operating Procedures

Table of Contents

<i>Board Protocol</i>	- 4 -
New Board Member Orientation	- 4 -
New Board Member Training.....	- 5 -
Ongoing Board Training	- 6 -
Reimbursable Board Travel, Expenses, and Training Opportunities	- 7 -
Activities Related to Elections.....	- 8 -
Election Activities.....	- 8 -
Endorsements	- 8 -
Providing Endorsements	- 8 -
Board Elections	- 8 -
Compliance with Board Operating Procedures	- 9 -
Board Members' Concerns about another Board Member's Performance	- 9 -
Censure of a Board Member.....	- 9 -
<i>Board Development</i>	- 10 -
Annual Board Review and Establishment of Board Goals	- 10 -
Reauthorization of Board Operating Procedures.....	- 10 -
Preparation of Annual Board Calendar	- 11 -
<i>Communications</i>	- 11 -
Board Member Communications between Meetings	- 11 -
Board Member Requests for Information Other Than Agenda Items	- 11 -
Board Member Contacts with Campuses and District Staff*	- 12 -
Board Member Responses to Community or Employee Complaints**	- 12 -
Board Member Communication with the Media	- 13 -
Board Member Communication with the Community	- 14 -
Patrons Addressing the Board	- 15 -
Phone/Voice Mail, Written Correspondence, including, but not limited to, E-mail, Text Messages or Social Media Protocol - 15 -	
Board Member Testimony	- 16 -
Speaking Engagements	- 16 -
<i>Meetings</i>	- 17 -
Types of Meetings.....	- 17 -
Preparation of the Agenda	- 17 -



CCISD Board Operating Procedures

Board Member Preparation for Meetings	- 19 -
Board Participation during Meetings/Public Forums	- 19 -
Board Participation in Discussion, Debate and Voting.....	- 20 -
Board Responses to Inquiries about Executive/Closed Session	- 21 -
Participation by People Other Than Board Members in Executive/Closed Sessions	- 21 -
Executive/Closed Session Attendance and Confidentiality.....	- 22 -
Board Hearings of Grievances.....	- 23 -
Prepare for Hearing	- 23 -
Conduct hearing	- 24 -
Deliberation	- 24 -
Ruling/Decision.....	- 25 -
<i>Transitions on the Board</i>	- 25 -
Board Member Vacancies	- 25 -
Election of Officers.....	- 26 -
<i>Superintendent and Board</i>	28
The Superintendent's Performance Evaluation	28
Evaluate Results Against Goals	29
The Superintendent's Contract Evaluation	29
<i>Personnel</i>	30
Hiring of Personnel other than the Superintendent.....	30
Board Members' Concerns about the Performance of Employees other than Superintendent	30
<i>Planning</i>	31
Establishment of District Vision and Goals	31
Approval of the District Performance Objectives Included in the District's Improvement Plan	32
Board's Review of Instructional Programs and District Initiatives	32
Development and Adoption of District Budget (full cycle)	32
<i>Policy</i>	33
Protocol for the Review and Amendment of District Policies.....	33
Copperas Cove Board of Trustees Code of Conduct	34



CCISD Board Operating Procedures

The Superintendent and Board function as a “Team of Eight.” The Board defines the district’s policies and goals that shall reflect the district’s advocacy for all students. The policies set by the Board will ensure the district’s mission and goals are achieved. A responsibility of the Board is to hire a Superintendent, who then implements the policies and goals adopted by the Board. The Board shall evaluate the Superintendent’s job performance based upon these policies and goals on an annual basis.

A district is only as strong as the Superintendent/Board relationship. The Superintendent is the CEO of the organization and the Board is a governing body. The Board must give the Superintendent leeway to accomplish the directives provided by the Board without getting involved in the day-to-day operations of the district and campuses.

An effective Board Member communicates with the Superintendent as it is the Superintendent’s job to address concerns. Board Members and the Superintendent should honor their commitment to the district and to each other. The Board’s role is governance and the Superintendent’s role is day-to-day operations of the district. Failure to honor these roles often results in unclear expectations between district patrons, staff, the Superintendent, and the Board.

Board Protocol

New Board Member Orientation

- As a supplement to the information provided in relation to his/her candidacy, a local district orientation for a new Board Member will be scheduled to begin within two weeks of the date a new Board Member takes the Oath of Office.
- At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff also may be included to provide specific information about the district.
- The orientation should include, but will not be limited to the following:
 - Board Operating Procedures and Board Policies.
 - Superintendent’s overview of district administrative organization.
 - Training to access district electronic communications.
 - Local district practices including curriculum and instruction, business and finance operations, district operations, superintendent evaluation, and Board member roles and responsibilities.
 - District budget overview.
 - District goals overview.
 - Board annual calendar and briefing of upcoming events.



CCISD Board Operating Procedures

- Expense reimbursement procedures.
- Framework for School Board Development from SBOE
- Board Members Ethics BFF (Local)
- Ethics Conflict of Interest Disclosure BBFA (Legal)
- Ethics Prohibited Practices BBFB (Legal)
- Continuing education requirements of 19 TAC 61.1 and the Open Meetings Act, Public Information Act, and cybersecurity
- At the discretion of the Board President or the request of the new member, new Board Members may be assigned an existing Board Member who will serve as a mentor.
- New Board Members should feel free to ask questions of the Superintendent, Board President, and other Board Members.

Related Policies: BBD(LEGAL), BBD(EXHIBIT), BBF(LOCAL), BBFA(LEGAL), BBFB(LEGAL)
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New Board Member Training

- A new Board Member is required to receive the following training:
 - Local district orientation (at least 3 hours) within 120 days of election or appointment.
 - Open Meetings Act Training (at least 1 hour but not more than 2) not later than the 90th day after taking the oath of office. Three-hour training session on the orientation to the Texas Education Code within 120 calendar days after election or appointment.
 - TASB ISD training offered at Summer Leadership Institute
 - Team-building session (at least 3 hours) must include a “review of the roles, rights, and responsibilities of the local board including its oversight relationship to administrators, as outlined in the framework for school board development.”
 - Continuing education in fulfillment of assessed needs (at least 10 hours) during the first year of service.
 - Continuing education on evaluating student academic performance (at least 3 hours) within 120 calendar days after election or appointment.
 - Election Code orientation (at least 3 hours) within 120 calendar days after election or appointment.
 - Continuing education on identifying and reporting abuse (at least 1 hour) within 120 calendar days after election or appointment.
 - Online school safety training course as adopted by the SBOE within 120 calendar days after election or appointment.



CCISD Board Operating Procedures

****Note the list above does not include trainings required annually of all board members.****

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Related Policies: BBD(LEGAL) (LOCAL)

Ongoing Board Training

- After their first year of Board service, all Board Members must receive eight hours of continuing education. This includes the annual three (3) hour team building session and at least five (5) additional hours of training. It does not include the update to the Education Code which takes place following each legislative session. Every two years, Board Members must receive at least three hours of continuing education on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness and at least one hour on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children in accordance with TEC 11.159(c)(2).
- Every two years, Board Members must complete online training on school safety as adopted by the SBOE.
- All Board Members and the Superintendent must participate annually in a three-hour “Team of Eight” team building session. A Board Member’s role in the Team of Eight means the following:
 - 7 of 7 Board Members plus the Superintendent
 - A trustee for the entire ISD
 - A leader for the entire ISD
 - An elected public official
 - Responsible for governance
 - Equal to all the other Board Members
 - Responsible for personal preparation for all meetings
 - Expected to attend district-wide functions, as available
 - Expected to be familiar with current laws
 - Expected to attend further training
 - Expected to support Board decisions
 - Expected to support the chain of command in dealing with problems
 - Will not be a divisive or negative influence
 - Will not divulge inside information
 - Is not expected to be a legal expert on all aspects of public education
 - Expected to assist in educating the public on district issues where appropriate
 - Expected to attend Board meetings
- The Board shall attend a legislative update as required by law.



CCISD Board Operating Procedures

- Trustees are encouraged to attend seminars and training at various locations offered by Region 12 Education Service Center and the Texas Association of School Boards (TASB). The Secretary to the Superintendent can provide information on various training dates.
- At the last regular board meeting before an election of trustees, the Board President is required by law to report whether or not each individual Board Member has or has not met his/her training requirements.

Related Policies: BBD(LEGAL)

Reimbursable Board Travel, Expenses, and Training Opportunities

- All Board Member training travel, paid for by CCISD, must have a direct benefit on the Board Member's ability to perform as an effective Board Member. Generally, the district will not pay for personal membership in special group organizations, with the exception of OASIS, NAFIS, and TAFIS.
- For a conference or training opportunity to be eligible for reimbursement, it must meet the following criteria:
 - Meet the criteria for Board continuing education hours, as defined by statute.
 - Be limited to the day(s) of travel that serve the Board purpose (i.e., expenses related to additional days added for personal use will not be reimbursed by the district).
- A Board Member may be reimbursed for reasonable, allowable expenses incurred in carrying out Board business and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.
- Payment for authorized and documented travel expenses will be made in accordance with legal and local requirements.
- If a Board Member travels for training or as a Board representative, arrangements for air travel, lodging, and rental cars can be made by the Secretary to the Superintendent. The Board Member is responsible for notifying the Secretary to the Superintendent of his/her preferences for time of travel, seating, lodging accommodations and choice of rental car vehicle type, where appropriate. Please notify the Secretary to the Superintendent if you plan to book any aspect of your own travel.
- Following the completion of travel, a Board Member must submit a "Travel Expense Form," with itemized receipts for allowable expenses attached, within thirty (30) days to the Superintendent's office for reimbursement. Please email the Secretary to the Superintendent for a copy of the travel form. Alcohol is not an allowable expense.
- Trustees shall make prudent spending decisions while traveling.
- All Board Members attending a conference or training session are encouraged to attend two-thirds or more of available continuing education opportunities. All "early bird" Workshops paid extra by the district must be attended except in a case of emergency.
- All personal costs (outside of travel, parking, lodging, and meals as allotted by law and District policy)



CCISD Board Operating Procedures

will be borne by individual Board Members. Family member travel will not be a reimbursable expense.

- Board Members will be reimbursed for all allowable expenses unless prior arrangements for payment are made with the Superintendent's office.
- Questions regarding travel will be addressed through the Board President.

Related Policies: BBG(LEGAL), BBG(LOCAL)
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Activities Related to Elections

Election Activities

- Board Members will follow all applicable laws in all campaign activities.
- Neither the Board, as a body corporate, nor any Board Member individually, may use district funds (whether state or local) to electioneer for or against any candidate, measure or political party. Texas Education Code 11.169.

Endorsements

- Seeking Endorsements - No Board Member seeking re-election to the Board may solicit district employees for endorsement during employee work hours or at any time while on district property.

Providing Endorsements

- The Board, as a body corporate, will not endorse any candidate running for any public office.
- Recognizing that the Board operates as a non-partisan elected body that works with other elected officials in its duties, individual Board Members should exercise heightened caution when providing a personal endorsement to any candidate, including on social media.
- If an individual Board Member chooses to provide an endorsement to a candidate for elected office, no reference to the Trustee's role as a Copperas Cove ISD Board Member may be used.

Board Elections

- Board Members serve three-year terms that expire on a rotating basis. A Board election is held every year in November, or as otherwise required by law, to fill seats that are contested, or are or will become vacant. If all seats are uncontested, the election may be canceled. At the conclusion of an election, Board Members work together as a body corporate to govern the district in a cooperative manner.



CCISD Board Operating Procedures

Related Policies: BBBD(Legal); BBB(Legal); BBB(Local)

Compliance with Board Operating Procedures

Board Members' Concerns about another Board Member's Performance

- If a Board Member has a serious, specific, concern about the performance of another member which appears to be in violation of Board Operating Procedures or Policies, the recommended process for addressing such concerns shall be the following:
 - The concerned member shall have a private conversation with the member in order to address the differences or resolve the issue(s).
 - If the concern(s) remain, the concerned member will meet privately with the Board President and outline the specific issue(s). The Board President and the complainant will meet with the member and attempt to resolve the issue(s). If the concern is with the performance of the Board President, the Vice President will be notified and will meet with the complainant.
 - If the issue is still not resolved, the complainant will hold a conference with the Board President (or Vice President with concerns regarding the President) and the Superintendent to develop a plan of action to resolve the concerns.
- When a member with concern(s) about another member's performance has gone through the outlined steps above and the issue(s) remain unresolved, the concerned member will, through the Board President, request that an item be placed on a regularly scheduled agenda as an executive/closed session item, posted as "Consideration of the Duties of a Public Officer." See Board Operating Procedure, Meetings, "[Preparation of the Agenda](#)," regarding the steps to follow when placing an item on the agenda.
- Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.
- No action may be taken that would conflict with the Texas Open Meetings Act. Nothing in this operating procedure shall be construed to limit a Board Member's constitutional rights.

Censure of a Board Member

- If a Board Member acts in a manner that is unbecoming of a member and disruptive to the business of the district, the Board can pass a resolution to censure that Board Member. This would consist of a calmly worded statement identifying the following:
 - The inappropriate behavior of the named Board Member.
 - The desired behavior.
 - A statement of agreement by a majority of the Board Members that the behavior is



CCISD Board Operating Procedures

inappropriate.

- Resolutions are non-binding, but they have the effect of publicly disciplining a colleague since removal from office is rare.
- The Board may choose to withhold financial resources from the offending Board Member. Examples might be disallowance of reimbursement for attendance at conventions, seminars, or other district travel plans.
- Under extreme conditions, the Board may agree to ask the offending Board Member to resign. However, a Board Member may only be removed from office for incompetency, official misconduct, intoxication, or conviction by a jury for any felony or misdemeanor official misconduct.

Related Policies: BBC(LEGAL)

Board Development

Annual Board Review and Establishment of Board Goals

Effective boards are marked by certain characteristics. They have embraced a vision and a set of clearly defined priorities for the district that structure both the Board's decision making and the work of the district staff. They develop and follow clearly defined procedures and schedules for doing their work. They foster, through their own practices, the free flow of information within the community.

- Each year, no later than June 30, the Board may meet in a Workshop Session setting to evaluate its performance from the previous year and to set Board goals for the coming school year.
- The process will be facilitated by the Board President or designee, unless a majority of the Board Members feel the process would be better served by using an independent facilitator.
- The Board will document and adopt its visions and goals for the upcoming school year no later than September 1.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BG(LEGAL)

Reauthorization of Board Operating Procedures

- These operating procedures will be reviewed no later than the first board meeting after the installation of new board members and shall reflect a continuous improvement model.



CCISD Board Operating Procedures

Preparation of Annual Board Calendar

- No later than August 1 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's annual calendar of Board Meetings and Workshop Sessions. The annual calendar will serve as a template for agenda and activity planning purposes.
- The Superintendent will ensure that all necessary information to meet the calendar's timelines will be delivered to the Board Members in compliance with Board Operating Procedures, Meetings, and "Preparation of the Agenda."

Related Policies: BE(LOCAL)

Communications

Board Member Communications between Meetings

- The Superintendent will keep all Board Members updated on important district issues. Any correspondence a Board Member may have received at the district office will be delivered to the Board Member at the earliest opportunity.
- The Superintendent will communicate requested information to all Board Members in a reasonable time without interfering with the regular conduct of district business.
- The Superintendent will distribute to all Board Members any information requested for the Board by the Board President or a Board Member, at the Superintendent's discretion.
- Board Members may communicate with other individual Board Members or the Superintendent or staff for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- Board Members may not communicate with other individual Board Members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

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

Board Member Requests for Information Other Than Agenda Items

- Board Members will communicate their individual requests for detailed or sensitive non-agenda information to the Superintendent while copying the request to the Board President, as deemed appropriate. The Superintendent will respond within the time frame required by law.
- The Board President may elect to place the request for information on a future meeting agenda to determine if a majority of the Board agrees the requested information is important for its future decision-making.



CCISD Board Operating Procedures

- Information requested by one Board Member will be provided to all Board Members at the same time, at the Superintendent's discretion.
- If a Board Member has a question requiring the Board attorney's updates or response, he/she shall refer the question to the Superintendent or the Board President, or the Board's designee, as appropriate, who will relay the information to the attorney. Advice from legal counsel shall be reported to the Board upon request of the Board or when deemed necessary by the Superintendent, Board President, or Board's designee.

Related Policies: BBE(LEGAL), BBE(LOCAL), BDD(LOCAL)

Board Member Contacts with Campuses and District Staff*

- Board Members are encouraged to visit any campus.
- Board Members must honor the campus rules and follow district guidelines regarding visitors. The identification badge must be visible while on campus. Board members shall be treated as any other community member is treated when visiting a campus.
- Board Members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
- Board Members will not assume a supervisory role with staff or students.
- Board Members will not assume a participatory role with staff or students unless specifically requested by campus staff.
- Board Members should not attempt to solve problems or make promises.
- Remember Board Members are public servants. Board Member actions and behavior should reflect this critical role.
- Board Members should make positive observations about the campus and express any concerns privately to the Superintendent.
- Board Members are encouraged to know staff members but may not give staff members directives.
- Board members shall refrain from serving as an officer in any PTO, Booster Club, etc. and any school-based committee that is not mandated by law.

*This operating procedure does not pertain to visits as a parent, as a spectator at school events, or other events open to the general public.

Related Policies: BBE(LEGAL), BBE(LOCAL)

Board Member Responses to Community or Employee Complaints**

- Listen respectfully and remain impartial.
- If employees, parents, students, or other members of the public bring concerns or complaints to



CCISD Board Operating Procedures

an individual Board Member, the Board Member shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy.

- If a complaint or concern 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.
- The Superintendent will inform Board Members of the resolution, or progress, of any referred issue.
- If a matter becomes a formal grievance and the Board Member knows or learns anything about the grievance or appeal case, except what is admitted through the formal documents, that might render him/her unable to hear the grievance or appeal impartially, and then he/she must inform the Superintendent immediately and will be expected to recuse himself/herself from the hearing.

****This policy will not be construed to apply to complaints alleging criminal activity.**

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

Board Member Communication with the Media

- The Board President or designee will be the spokesperson for the Board to the media on issues that relate to a) Board operations, b) Board actions or c) Board positions which have been approved by the Board.
- Press releases issued on behalf of the Board will be approved by the Board prior to release, unless an emergency or public necessity exists.
- The Superintendent or a designated staff member must be the official spokesperson for the district on issues of media attention that relate to district operations.
- A Board Member who receives a call from the media requesting information, comments, or an interview regarding district business should direct the caller to the Superintendent.
- The Superintendent will notify the Board, periodically, of any media requests. If the matter is urgent, the Superintendent will notify each Board Member via phone or e-mail, whichever is more practical.
- The Superintendent or designee will keep Board Members apprised of issues the media may be considering.
- Statements will not be made to the media regarding personnel or other matters protected by law.
- A Board Member retains the right to speak at meetings, hearings, public functions, or to the media, but all remarks should be clarified that it is their personal opinion. However, members should understand that any comment will likely be interpreted by viewers/readers as an official statement of the Board and can impact the image of the district. In speaking as an individual, the Board Member should do the following:
 - Clarify that he/she is speaking as an individual and not for the Board.
 - Remind the media representative(s) that official statements of the Board are made only by the



CCISD Board Operating Procedures

Board President (or his/her designee).

- Remind the media representative(s) of the position or action of the Board related to the issue in question.
- Notify the Superintendent and Board President about the media request or statement made.
- Once a majority decision has been reached, individual Board Members will publicly support that vote.

Board Member Communication with the Community

- Board Members will communicate with the community through public forums, regular Board meetings, committee meetings, electronic media, and regular publications, as appropriate to the role.
- To be most effective, Board Members should be present and active in the local community. As such, Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When speaking to members of the community, Board Members are expected to do the following:
 - Listen politely and respectfully.
 - Accurately relay information about the district.
 - Refer questions about specific district activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
 - Clarify Board Member's limitations, obligations, and responsibilities as a member of the Board.
 - Respect Board decisions.
 - Relay official action by the Board, if applicable.
- As noted above, if employees, parents, students, or other members of the public bring concerns or complaints to an individual Board Member, the Board Member shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. If a complaint or concern 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.
- A Board Member retains the right to communicate in any manner to anyone as an individual, but must understand that any comment will likely be interpreted by the listener as being an official statement of the Board. In communicating as an individual, the Board Member should do the following:
 - Clarify that he or she is speaking as an individual and not for the Board.
 - Remind community representatives of any position or action that the Board has officially taken related to the issue in question.

Related Policies: BBF(LOCAL), BED(LOCAL)



CCISD Board Operating Procedures

Patrons Addressing the Board

- Members of the public may address the Board during regular board meetings during the public forum portion of the meeting limited to items on the agenda posted with notice of the meeting. For special called board meetings, the public may address any topic during the public forum portion of the meeting, regardless of whether the topic is an item on the agenda posted with notice of the meeting.
- The Board, through the presiding officer may provide specific factual information or recitation of existing policy 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.
- Protocol for public forum:
 - The Board will limit response time to three minutes per speaker. However, when necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
 - Formal acknowledgements and written responses to patrons will be provided by the appropriate staff. Leadership will make every effort to respond within ten (10) working days of the meeting date at which the communications was presented to the School Board. The Board will be copied on all such communications.

Related Policies: BED(LOCAL)

Phone/Voice Mail, Written Correspondence, including, but not limited to, E-mail, Text Messages or Social Media Protocol

- Board Members are encouraged to respond to phone calls and written correspondence, including, but not limited to, e-mail, text messages or social media from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests and may be applicable to the Texas Open Meetings Act.
- A Board Member retains the right to respond to an individual but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
 - Clarify that he/she is responding as an individual and not for the Board.
 - Remind the individual any position/action the Board has officially taken on the subject.
- Board Members are encouraged to share communications they receive regarding district matters with the rest of the Board if the following applies, and they feel it would be appropriate:
 - The information is not of a personal or confidential nature.
 - It is not obvious that the individual has contacted the rest of the Board Members.
 - The Board does not engage in any conversation or action which would violate the Texas Open Meetings Act.



CCISD Board Operating Procedures

- Board Members will not respond to anonymous communications, unless the communication pertains to criminal, health or safety issues. Any such communication, pertaining to criminal, health or safety issues, should be forwarded to the Superintendent for action. Board Members will be informed, if appropriate. Non-threatening, anonymous communications should be shared with the Superintendent.
- If a Board Member receives any communication which he/she perceives to be of a threatening nature, the Board Member will immediately call and forward the communication to the Superintendent for action. The Superintendent will contact all Board Members, if deemed necessary.
- Board Members may use social media in their roll as district ambassadors of the district. However, Board Members who participate in social media, included but not limited to, Facebook and Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online board meeting.

Related Policies: BBF(LOCAL), GBA(LEGAL)
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Board Member Testimony

- The Superintendent or a designated staff member will testify at any public hearing or other governmental proceeding on behalf of the district, unless the Board otherwise directs or unless another individual is specifically subpoenaed.
- The Board President or designee will be the spokesperson for the Board, unless the Board directs otherwise, and such testimony will be limited to positions officially adopted by the Board or general practices of the district.
- If a Board Member chooses to speak or testify in front of another governmental or legislative agency on an issue that is not intended to be a reflection of any Board position, the Board Member must clarify that such testimony reflects his/her own opinions and not that of the Board.
- If a Board Member is invited to speak on behalf of the Board or wishes to speak on behalf of the Board, he or she must inform Board Members and obtain consent from the Board President.
- If a Board Member is going to testify regarding district business, he or she should provide the Superintendent and Board President with a copy of the subpoena, in advance if possible, or as allowed by the subpoena. The Board President will notify the rest of the board of the upcoming testimony.
- Nothing in this Operating Procedure may be construed in such a way that would violate the Texas Open Meetings Act or a Board Member's constitutional rights.

Speaking Engagements

- Board Members are encouraged to draw upon opportunities to speak to the public outside of Board Meetings when requested by citizens of the district. Speaking engagements will help promote a better understanding of topics relating to the district and allow the public to become more acquainted with



CCISD Board Operating Procedures

the members of the Board.

- Every Board Member may accept opportunities to visit with their constituents. If unable to accept, consider suggesting that another Board Member attend.
- A Board Member will inform the Superintendent and Board President if he/she has been directly requested to give a public presentation.

Meetings

Types of Meetings

There are a variety of meetings for Board Members. Attendance at some meetings is more critical than others, but all are important to attend. While most meetings occur on a regular basis, dates can change or meetings can be omitted altogether due to other conflicts on the calendar.

- Regular Meetings - These open meetings are usually held in accordance with the published calendar, at the CCISD Board Room located at 408 S. Main Street, Copperas Cove, Texas 76522. These meetings are held to conduct the formal business of the district in public. Action may be taken during this meeting.
 - Board Meetings will generally be held at 6:00 p.m. on the second Tuesday of each month (exceptions do apply). All meetings are open to the public and are subject to provisions of Texas law.
- Special Meetings - A special meeting is a business meeting held on a date other than the regularly scheduled meeting at the Board President's discretion or on request by two members of the Board. Action may be taken. Special meetings will generally be held at 5:00 p.m.
- Emergency Meetings - An emergency meeting is a business meeting scheduled with at least one notice to the public when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting. An emergency meeting is usually called to address a situation which must be handled immediately. Action may be taken.

Related Policies: BE(LEGAL), BE(LOCAL)
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Preparation of the Agenda

- Agendas are drafted by the Superintendent in consultation with the Board President.
- Any Board Member may request that a subject be included on the agenda, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by



CCISD Board Operating Procedures

at least two Board Members.

- The deadline for submitting items for inclusion on the agenda is the tenth calendar day before regular meetings and the tenth calendar day before special meetings.
- Requests for agenda topics will be forwarded to the Board President and Superintendent in writing. The Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval prior to finalizing the official agenda. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or at least two Board Members have requested to be addressed either on the agenda or scheduled for discussion at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by at least two Board Members without specific authorization from those Board members. Once that item is on the agenda it will not be placed back on the agenda for a six month time frame.
- No item can be placed on a Board Meeting agenda by the Superintendent less than 5 business days in advance of the meeting unless an emergency or urgent public necessity exists.
- Preliminary draft agenda packets will be electronically posted to BoardBook and e-mailed seven (7) days in advance of Board Meetings. BoardBook is an online service for the board agenda and agenda documentation (packet).
- The Superintendent will ensure that adequate back-up materials are provided for each Board Meeting agenda item. Items not available when the agenda is electronically posted and e-mailed will be updated on BoardBook and e-mailed immediately upon completion.
- The Superintendent will ensure all necessary or requested information is supplied to the Board Members to allow for informed decisions. Board Members are encouraged to meet with the Superintendent face to face for agenda review prior to the meeting, subject to Open Meetings Act limitations.
- The dates, times, and locations of all Board Meetings and Board Workshops will be published on the Board approved meeting calendar.
- Consent Agenda - The consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. Examples of such items include:
 - Routine financial information or updates
 - Minutes of regular and special Board meetings
 - Routine bid recommendations

Related Policies: BE(LEGAL), BE(LOCAL)
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CCISD Board Operating Procedures

Board Member Preparation for Meetings

- Board Members should and study the Board packet prior to each meeting. Board members are encouraged to set up a one on one with the Superintendent.
- Board Members will direct their individual requests for additional materials or information relating to agenda items to the Superintendent, via e-mail, by the week before the board meeting.
- If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided within a reasonable amount of time after the request.
- The Superintendent or designee will ensure that any additional materials or information that is provided to one Board Member is provided to all Board Members. This operating procedure will not limit a Board Member's ability to ask questions during the Board Meeting.
- In order to honor the time of the administrative staff, Board Members will make every attempt to submit questions about Board Meeting agenda items as soon as possible before a meeting.
- If the requested information is not readily available or requires a significant investment of time that will divert staff from established priorities, the Superintendent will notify the requestor and the Board President as soon as possible.
- The Board President will place the request for information on a future agenda if at least two Board Members agree the requested information is important for future decision- making.
- During a Board Meeting, any Board Member may remove an item from the consent agenda for separate consideration. Prior to the meeting, the Board Member will make every effort to inform the appropriate staff member of his/her intent to remove the item from the consent agenda so the staff member may prepare additional information as needed, which may include documents or other material. The Board Member will also notify the Superintendent or the Board President of his /her need to further discuss the consent agenda item prior to action by the Board.

Related Policies: BE(LEGAL), BE(LOCAL)
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Board Participation during Meetings/Public Forums

- All Board Members are expected to conduct themselves professionally and ethically during all meetings and public forums.
- Board etiquette restricts Board Members from using personal electronic devices during meetings/public forums.
- During posted meetings, all members will conduct themselves according to Roberts Rules of Order, Newly Revised.
- If, during a meeting or public forum, any member conducts him/herself in a manner that is intolerable or prevents the accomplishment of goals, the Board President may adjourn or recess the meeting.
- Differences of opinion, if respectfully submitted, are not to be construed as unacceptable



CCISD Board Operating Procedures

behavior but rather as alternate views on a subject.

- Meetings held by teleconference may only occur if an emergency or public necessity exists, as defined by the Texas Open Meetings Act, and it is difficult or impossible to convene a quorum of the Board at one location. Such meetings must meet all requirements of the Texas Open Meetings Act.

Related Policies: BE (LEGAL), BBF(LOCAL)
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Board Participation in Discussion, Debate and Voting

- Robert's Rules of Order, Newly Revised is the parliamentary procedure adopted in policy by this Board. Meetings, motions, and debate will follow these guidelines unless suspended by a majority vote of members present.
- All Board Members are expected to conduct themselves with professionalism, respect, and integrity.
- The Board President, or chair, of a meeting will recognize any member who wishes to speak on a subject. Members will not be allowed to speak a second time until every member who wishes to participate has spoken once.
- Debate and discussion must continue until such time as each Board Member feels that he/she has had adequate time to ask clarifying questions or make other comments, unless the previous question has been moved and adopted by the Board President. However, the Board President may halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired.
- Questions or comments must always be germane to the current agenda item. The Board President shall halt discussion that does not apply to the business before the Board.
- No Board Member shall coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.
- Board members will comply with the Board Member Code of Ethics when communicating with another board member regarding questions, discussion or vote.
- Although it is the duty of every Board Member who has an opinion on a question to express it by his/her vote, he/she can abstain and cannot be compelled to vote.
- Only Board Members who are counted as present may participate in discussion, debate or voting.
- Any Board Member may abstain from voting on an item.
- In case of a tie vote, the item fails.
- Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
- Once a majority decision has been reached, individual Board Members will publicly support that vote.
- Nothing in this operating procedure will be construed to limit a Board Member's ability to ask questions during the board meeting, subject to Open Meetings Act requirements.



CCISD Board Operating Procedures

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

Board Responses to Inquiries about Executive/Closed Session

- Given the legal and sensitive nature of executive/closed sessions, the members of the Board understand that the law requires that all such sessions are strictly confidential.
- When it is apparent to the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding anything that occurs in or results from an executive/closed session, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement will comply with the limitations of the law.
- If individual Board Members are pressed for information regarding executive/closed sessions, that Board Member will state clearly that he/she can give no information other than what is posted on the agenda. If pressed further, the Board Member will refer the inquiry to the Board President and Superintendent.

Related Policies: BEC(LEGAL), BBF(LOCAL)

Participation by People Other Than Board Members in Executive/Closed Sessions

- No person other than the Board and the Superintendent is entitled to attend or participate in executive/closed sessions.
- If the Board President, designee or the Superintendent believes that consultation with a person or group would be beneficial to the discussion, that person or group may be invited to participate for a specific purpose. Such consultants must leave the room upon the conclusion of their participation or when the Board no longer believes such participation is productive. Similarly, Level 3 grievances may be heard in closed session in accordance with the Open Meetings Act. Individuals participating in the Level 3 grievance will be invited to participate for that specific purpose. Such individuals must leave the room upon conclusion of the grievance presentation.
- The Superintendent may be prohibited from participating in executive/closed sessions where the Board may be considering any aspect of his/her employment or job performance.
- Participation by people other than the Board Members will not conflict with the Texas Open Meetings Act or any other applicable provisions of the law.
- In the event any persons other than the Board and Superintendent participate in executive/closed sessions, the Superintendent and Board will ensure that the participant(s) are aware of the limitations placed on disclosure of the content of the discussion occurring in executive/closed session.



CCISD Board Operating Procedures

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

Executive/Closed Session Attendance and Confidentiality

- Topics that can be discussed in executive/closed session include the following:
 - Personnel Matters: Appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. (However, the Board may not conduct an executive/closed session if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.)
 - Employee-Employee Complaints: Deliberation in a case in which a complaint or charge is brought against a district employee by another employee and the complaint or charge directly results in the need for a hearing. (However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing.)
 - Attorney Consultation: Private consultation with the Board's attorney only when the Board seeks the attorney's advice about pending or contemplated litigation; or settlement offer or a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirements for open meetings.
 - Real Property: Deliberation of the purchase, exchange, lease or value of real property if deliberation in a closed meeting would have a detrimental effect of the Board's position in negotiations with a third person.
 - Economic Development: To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks to have locate, stay, or expand in or near the district and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such a business prospect.
 - Prospective Gift: Deliberation of a negotiated contract for a prospective gift or donation to the district if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person.
 - Student Discipline: Deliberation in a case a case involving discipline of a public school child. (However, the Board may not conduct a closed meeting for this purpose if the child's parent or guardian makes a written request for an open hearing.)
 - Personally Identifiable Student Information: Deliberation of a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation. (Note, this exception does not apply if the parent or guardian or eligible student (over 18) requests an open meeting in writing.)



CCISD Board Operating Procedures

- Security: Deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices or a security audit. Deliberation regarding security assessments or deployments relating to information resources technology; network security information described by Government Code section 2059.055(b); or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.
- Cybersecurity: Deliberation of a cybersecurity measure or policy.
- Critical Infrastructure Facility: Deliberation of contract solely intended to protect a critical infrastructure facility located in the jurisdiction of the district.
- Assessment Instruments: To discuss or adopt individual assessment instruments or assessment instrument items.
- Emergency Management: Deliberation of information confidential under Government Code 418.175–418.182, relating to Homeland Security.
- All matters discussed in executive/closed session are considered confidential. Board Members will not disclose executive/closed session conversations. Closed session may be filmed at the discretion of the Board President or in compliance with the Open Meetings Act and Texas Education Code.
- A certified agenda or recording of each closed meeting shall be made, except for private consultation permitted under Texas Government Code section 551.071.

Related Policies: BEC(LEGAL)

Board Hearings of Grievances

Prepare for Hearing

- The Board normally operates in a legislative capacity for executive/closed sessions. However, it operates in a judicial capacity during a grievance hearing. Members must be fully informed on Board policies relating to the process for grievances in advance of a hearing.
- Once a grievance reaches a Level 3 hearing with the Board, a hearing date is set. The grievant will receive instructions about how the grievance process works and the Board hearing.
- The grievant may elect to hold the hearing in executive/closed or open session, but the Board will make the final determination, subject to Open Meetings Act requirements. The Superintendent shall provide the Board with a copy of the record which the grievance may request a copy of.
- All grievance-related materials received by a Board Member must be held in the strictest confidence. A Board Member shall neither share information from that documentation nor what is heard during the actual grievance proceeding(s).
- Board Members may only consider information that is presented during the grievance process and record; Board Members may not privately seek out information regarding a grievance. If new information is presented during the Level 3 hearing (i.e., information not considered at Levels 1 and/or 2), the Board may remand the grievance to a lower level.



CCISD Board Operating Procedures

- If a Board Member knows or learns anything about a grievance, outside of what is admitted through the record, the Board Member may be unable to hear the grievance or appeal impartially. In that circumstance, the Board Member must inform the Superintendent and Board President immediately. In addition, if the Board Member has been involved in communication with the grievant prior to the Level 3 grievance hearing, the Board Member should recuse himself/herself from the hearing.
- By statute Board Members are not allowed to engage with an employee grievant during a grievance process prior to the hearing.

Conduct hearing

- The Board Secretary will serve as the timekeeper for the grievance hearing, record the official minutes and create an audio recording of the proceeding.
- The grievant and the school district may each elect to have its own legal counsel.
- The Board President will preside over the hearing and provides direction to all parties throughout the hearing.
- As a standard, the grievant and the school district will each have a total of 15 minutes to present their “case.” The time limit may be adjusted at the discretion of the Board when deemed appropriate. Each party is responsible for allocating the usage of this time as they wish. The Board Secretary can provide minute usage updates during testimony, if requested. Each party will be given an opportunity to make a closing statement but the time will be include in their total allotted time.
- Once each party has presented its “case”, the Board may ask questions of each party based upon the information presented. The time allocated to this activity is not limited.
- At the conclusion of all Board Member questions, the Board President will conclude the hearing. The grievant and the school district representatives will be excused if the Board will deliberate in closed session.

Deliberation

- If the grievance hearing was held in open session, the Board will adjourn to executive/closed session under an exception to the Open Meetings Act, as stated in the posted agenda. The Board and its legal counsel, if present, will participate in the executive/closed session.
- Board Members will consult with one another and legal counsel, if present, regarding the possible grievance decision recommendation. Only deliberations occur in these meetings. No decisions may be made in executive/closed session.
- Grievance decisions often become precedent-setting events. The Board should seek counsel from its legal representative in order to understand the potential implications of a decision. Legal counsel can share information about previous decisions that may impact the current decision.
- Board Members will return all grievance materials to the Superintendent or his/her designee upon the



CCISD Board Operating Procedures

conclusion of deliberations.

Ruling/Decision

- Upon returning to open session, the Board may vote on the decision.
- Any Board Member who was not present for the entire grievance hearing must recuse him/herself from the actual vote in open session.
- If a Board Member wishes to uphold the administration's Level 2 decision, then he/she can make a motion to that effect. If the motion is seconded, the Board President will conduct a vote. If a Board Member wishes to reverse the administration's Level 2 decision, then he/she can make a motion to that effect. The Board President will conduct a vote if the motion receives a second. If a board Member wishes to remand the grievance to a lower level, he/she can make a motion and the Board President will conduct a vote if there is a second. A decision must be made no later than 30 calendar days after the date of the Board meeting at which the complaint was presented.
- Only the Board President may make a public statement regarding a grievance.
- Any Board Member who violates the Board policy on grievances may be subject to censure.

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

Transitions on the Board

Board Member Vacancies

- Vacancies on the Board may, and do, occur at times other than at the end of a term. Trustee vacancies may occur if a Trustee moves out of the school district, resigns, , declines the office, accepts an incompatible office, is removed from office, is automatically removed from office for a qualifying criminal offense, is declared ineligible, or dies.
- To be effective, a Board Member's resignation must be in writing, signed by the Board Member, and delivered to the Board for action. The resignation may be delivered to the Board President or the Board Secretary. As a practical matter, the Board Member may also deliver the resignation to the Superintendent which will constitute delivery to the board. The Board may not refuse to accept the resignation.
- Regardless of whether the resignation is effective immediately or at a future date, a vacancy occurs on the earlier of the date the board accepts the resignation or the eighth day after the date the Board



CCISD Board Operating Procedures

receives it.

- A Board Member may withdraw a resignation before the earlier of the Board's acceptance or the eight day, but not after, even if a replacement has not been named.
- Possible courses of action to fill a vacancy include:
 - Calling a special election to fill the vacancy for the unexpired term
 - Appointment until the next trustee election
 - Leave seat vacant until next election if less than a year remains in the term
- Note, all Board Members shall continue to perform the duties of their offices until their successors shall be duly qualified (i.e., sworn in).
- If more than a year remains in the term of the position vacated, the position must be filled within 180 days.

Related Policies: BBD(LEGAL)

Election of Officers

- Election of Board Officers is governed by Board Policies BDAA (LEGAL) and BDAA (LOCAL), and the election must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. Board Members shall comply with the requirements of the Board's Policies, Operating Procedures and the Texas Open Meetings Act in the selection of officers.
- No Member shall hold office without two years minimum Board experience. The two years must be consecutive and can be immediately preceding the appointment to office or during a prior term.
- At the first meeting after each election and qualification of trustees, the members of the Board shall organize by electing Board Officers. The Board may also organize at other times.
- The Officers shall be a President, Vice President, and Secretary who all are members of the Board.
- The duties of officer include, but are not limited to, the following:
 - The Board President is the "face of the Board." The President presides at all Board Meetings unless unable to attend; appoints Board Members to both committee participation and chairmanships [BDB (LOCAL)]; calls special meetings; speaks on behalf of the Board at most district-wide events, when requested; is a signatory on district checks, legal documents approved by Board action, Board resolutions and student diplomas; and responds on behalf of the Board to media requests. The President has the right to discuss, make motions, propose



CCISD Board Operating Procedures

resolutions, and vote on all matters coming before the Board.

- The Board Vice President acts in the capacity and performs the duties of the Board President in the event of the absence or incapacity of the Board President.
- The Board Secretary ensures that an accurate record is kept of the proceedings of each Board meeting, ensures that notices of Board meetings are posted and sent as required by law, in the absence of the President and Vice President, calls the meeting to order and acts as presiding officer, and signs or countersigns documents as directed by action of the Board.
- Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.
- In compliance with the Texas Open Meetings Act, the Board President will entertain nominations of members for officers. A nomination requires a second. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
- The current Board President will preside over the election of the Board President. Following the election of the Board President, the newly placed Board President will officiate the election process for the remaining officer positions.
- Newly-elected officers will assume responsibility for their office immediately upon election to the Board Office.
- In the event of a vacancy in an Officer's position, the Board may, by majority action of the Board at any duly called meeting, fill the vacancy.

Related Policies: BDAA(LEGAL), BDAA(LOCAL)



CCISD Board Operating Procedures

Superintendent and Board

The Superintendent's Performance Evaluation

A comprehensive evaluation includes a performance evaluation and a contract evaluation.

An important part of the evaluation process is making sure expectations are clear, reasonable, and understood by both the Board and Superintendent. Stating expectations and determining how they will be measured is essential to the evaluation process working effectively. Below are some questions the Board should consider:

- (1) What do we expect the Superintendent to accomplish this coming year?
 - (2) Are our goals reflected in budget allocations?
 - (3) Do we have metrics that adequately measure the accomplishment of goals?
 - (4) What has the Superintendent accomplished?
 - (5) What improvements are needed for the Superintendent?
- The Board will conduct a comprehensive evaluation of the Superintendent's performance at
 - least annually.
 - The evaluation instrument will define the criteria for the measurement of the goals.
 - The Board or a subcommittee designated by the Board President will annually review the
 - Superintendent's evaluation instrument to ensure that it continues to be appropriate.
 - Each Board Member will review the annual report submitted by the Superintendent (described more fully below) and the contract submitted by the Board President.
 - The Board President will schedule the Superintendent's performance evaluation to occur during a posted executive/closed session. Each Board Member will review the Superintendent's annual report and contract prior to the meeting.

Related Policies: BJA(LEGAL), BJA(LOCAL), BJCD(LEGAL), BJCD(LOCAL)
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CCISD Board Operating Procedures

Evaluate Results Against Goals

- In January, the Board will have a formative performance evaluation to discuss progress on the current year's goals.
- Interim performance evaluations may be conducted as the Board determines will be beneficial. The Board will provide the Superintendent with adequate notice of any evaluation and format.
- At the December Board meeting, the Superintendent will use the Board's evaluation instrument to prepare an annual report that summarizes his/her performance against the previous year's annual district goals and the Superintendent's personal goals. The Superintendent will submit the report to all Board Members.
- During executive/closed session, Board Members may ask questions of and discuss results with the Superintendent at this time, prior to completing their individual evaluations.
- The Board will call a Special Meeting prior to the February Board meeting to discuss their individual evaluation results and discuss the performance results as a team. The Board will, by consensus, agree on the final evaluation. This final evaluation document will be presented and discussed with the Superintendent, along with any recommendations for next year's personal goals and contractual modifications, in executive/closed session prior to the February Board meeting.
- Prior to the March Board meeting, the Board and Superintendent will discuss and finalize district and personal goals for the next school year.
- Any action resulting from the evaluation will be at the sole discretion of the Board and agreed to by a majority of the members, in a manner consistent with the Texas Open Meetings Act.
- The Board will ensure that the evaluation process and document(s) comply with all local, state and
- federal regulations or guidelines.

Related Policies: BBD(EXHIBIT), BJA(LEGAL), BJA(LOCAL), BJCD(LEGAL), BJCD(LOCAL)

The Superintendent's Contract Evaluation

- Superintendent's contract evaluation is usually completed by the end of January to coincidewith the regular planning process.
- The Board will determine if any contractual revision should be made.
- During the annual performance evaluation process, the Board will discuss the Superintendent's compensation and benefits which coincides with the annual budgeting process.
- The Board President will work with the Board's legal representation to make any modifications to the Superintendent's contract by February 1.
- The Board President will submit a copy of the proposed contract to all Board Members



CCISD Board Operating Procedures

for review prior to final approval.

Related Policies: BJCE(LEGAL), BJCF(LEGAL), BJCF(LOCAL), BJCG(LEGAL)

Personnel

Hiring of Personnel other than the Superintendent

- All school district employees report to the Superintendent. The Superintendent is the only employee of the Board.
- Board Members may not advise the Superintendent on specific hiring decisions unless such input is sought.
- Board Members should refrain from writing letters of recommendation for any person seeking employment in Copperas Cove ISD.
- The Board is not involved in the interviewing process of district employees.
- The Board has delegated to the Superintendent final authority for employment of contractual personnel, as well as final authority to employ and dismiss noncontractual employees on an at-will basis.
- Board Members may not lobby for specific hiring decisions.
- Board Members must abstain from any votes on personnel issues where a conflict of interest is clear, as defined in Board policy and/or statute.
- If a Board Member has written a recommendation letter for the recommended candidate, he/she must abstain from voting on the candidate's hiring.
- Nothing in this procedure will prevent or in any way limit the ability of Board Members to discuss concerns about specific existing employees or potential candidates with the Superintendent and the Board President.

Related Policies: DBE(LEGAL), DBE(EXHIBIT), DC(LOCAL), DC(LOCAL)

Board Members' Concerns about the Performance of Employees other than Superintendent

- When a Board Member becomes concerned about the performance of district employees and/or student welfare, he/she must bring his/her concerns directly to the Superintendent and inform the Board President.



CCISD Board Operating Procedures

- Board Members must remain cognizant that district personnel and student welfare are the responsibility of the Superintendent, not the Board.
- The Superintendent is obligated to listen to such concerns, review the matter, and notify the Board Member of the resolution of the matter to the extent allowable by policy and law.

Related Policies: DBD(LOCAL), DH(LEGAL), DH(LOCAL), DH(EXHIBIT), DHE(LEGAL), DHE(LOCAL), DIA(LOCAL), FFG(LEGAL), FFH(LEGAL), FFH(LOCAL)

Planning

Establishment of District Vision and Goals

- The district's Strategic Design, approved by the Board and created through the cooperative efforts of the CCISD community, will form the basis of the district's annual goals and initiatives.
- The Superintendent or his/her designee(s) will be responsible for the creation of annual district initiatives designed to fulfill the district's Strategic Design. The Superintendent will identify which goals the annual initiatives will fulfill. These goals will be included in the Superintendent's annual evaluation.
- The district's Strategic Design will serve as the foundation for the district's facilities plan and the technology plan.
- In February of each year, the Board will conduct a Workshop Session with the Superintendent to establish Superintendent goals for the next year.
- These goals will be voted on during the March Board Meeting.
- The Strategic Design will serve as a guide for the administration in preparing the district's budget, as well as any other district, department, or campus improvement plans.
- All staff will be informed about Strategic Design as well as understand and implement the annual initiatives in their position.
- The Board may, at its discretion, review the goals at any time. At a minimum, the Board will direct the Superintendent to develop a process to review and, if needed, update the strategic plan every five years.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL), BQ(LOCAL)



CCISD Board Operating Procedures

Approval of the District Performance Objectives Included in the District's Improvement Plan

- The Board Meeting agenda for the October Board Meeting will include an action item for the Board to vote to approve/disapprove the proposed district initiatives as included in the District Improvement Plans (DIP). The DIP will include targets that promote the district's vision established by the Board.
- A Local Improvement Plan (LIP) for an academically unacceptable D or F campus is required by the state to be approved by the Board and submitted to TEA. LIP requirements are set by TEA.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL) BQ(LOCAL), BQA(LEGAL), BQA(LOCAL), BQB(LEGAL), BQB(LOCAL)

Board's Review of Instructional Programs and District Initiatives

- It is the desire of the Board to have ongoing dialogue about instructional programs.
- The Board and Superintendent will create a list of programs whose reviews will occur over a multi-year revolving calendar. The program review schedule will be included in the Board's Annual Calendar*.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL) BQ(LOCAL), BQA(LEGAL), BQA(LOCAL), BQB(LEGAL), BQB(LOCAL)

Development and Adoption of District Budget (full cycle)

- The Superintendent or designee will draft a detailed budget process calendar to be submitted to the Board each year. The budget process calendar will include:
 - Any action items the Superintendent would like included prior to the budget adoption.
 - A Workshop Session, scheduled early in the budget process calendar with concurrence by the Board, to adopt the Board's budget priorities and parameters.
 - Approximate dates by which the Board will receive information such as staffing (for all areas) and enrollment projections, revenue and expenditure projections, and other data as required by the Board.



CCISD Board Operating Procedures

- Timelines by which campuses, departments, and other budget project teams will work.
- Timing and methodology for community input on the proposed budget.
- Timing for final Board review of the proposed budget prior to adoption.
- Timing for completion of legal requirements such as official notices and public hearings.
- All materials or data, including draft budgets, will be delivered to the Board at least three business days prior to consideration of the materials.
- The Superintendent or designee will present a final draft budget, prepared in accordance with the approved budget calendar process, for adoption by the Board at the Board Meeting in August of each year.
- All actions taken in connection with the budget process and adoption will be done in accordance with the Texas Open Meetings Act.

Related Policies: BAA(LEGAL), CE(LEGAL), CE(LOCAL), CEA(LEGAL)

Policy

Protocol for the Review and Amendment of District Policies

- Board Members have access to digital policy manuals. Each Board Member is responsible for becoming familiar with these resources and accessing them accordingly.
- Policies will be reviewed continuously, coordinated by the Superintendent's designee and the TASB policy specialist.
- The Superintendent or designee will also be responsible for ongoing review of local policies to ensure that existing policies are still relevant to current local circumstances. The Superintendent will ensure that all district staff has adequate knowledge of the Board policies.
- Local policy amendments may be initiated by the Superintendent, Board Members, school personnel, or community citizens.
- If the Superintendent receives a request from a member of the public or any Board Member to revise an existing policy, the Superintendent will forward that request to the entire Board.
- Requests for policy changes are reviewed by the district Leadership Team. The



CCISD Board Operating Procedures

Superintendent or his/her designee will draft the revision and submit the revision for legal review prior to placing it on the agenda for consideration by the Board.

- Adoption of such revised policies will occur as an Action item on the agenda. Note, Board Members must be given an advance written notice of the proposed change.
- After adoption, the Superintendent or designee will be responsible for incorporating revisions into the Board's Policy Manual.
- Legal policy updates, which are provided by TASB in response to legislative or governmental actions, will be reviewed at duly posted Board Meetings. No action is required as these policies are immediately binding and are not adopted by the Board.
- The board will attempt to limit local policy changes to June and July as a best practice.

Related Policies: BE(LOCAL), BF(LEGAL), BF(LOCAL), BP(LOCAL)
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Copperas Cove Board of Trustees Code of Conduct

- Each Board Member is expected to comply with the below Trustee Code of Conduct.
 - I realize that to be the most effective advocate for children we, as a board, must function as a
team. To this end, I pledge to adhere to the principles listed below. Should I, for whatever reason,
fail to follow these guidelines, I ask my fellow board members to call it to my attention. When that
happens, I pledge to accept the feedback in a constructive manner without anger or finger-pointing
and to renew my efforts to follow this code of conduct.
1. I will always hold the interests of students above those of individuals or special interest groups.
 2. I will deal with issues and not personalities.
 3. I will respect the views of other board members.
 4. I reserve the right to disagree, but I will not be disagreeable, nor will I harbor grudges against other board members from past issues or events.
 5. I will treat other board members and school employees, parents, students,



CCISD Board Operating Procedures

and community members in a professional manner.

6. I will fully discuss and share information on board issues in the appropriate settings and will not blindside the administration or the Board.
7. I will respect the confidentiality of executive sessions and any privileged information shared with me by a board member or the superintendent.
8. I will seek to inform and include all board members in my discussion of issues, subject to Open Meetings Act requirements.
9. I will not seek to align a majority vote of board members on an issue outside the regular board meeting.
10. I will seek to continually improve my knowledge, skills, and abilities as a board member.
11. I will be consistent. What I say in private is what I will say in public. What I say is what I will do.

I will strive to attend all board meetings and w