

NISD TEAM OPERATING PROCEDURES

I. Team Operating Procedures Agreement

- A. These procedures are an understanding among trustees and between the Board of Trustees and the Superintendent. These procedures do not supersede adopted Board Policy, but are to be used only as a guide.
- B. The Board will review once a year the Board Policy (LOCAL and LEGAL) pertaining to Governance and the *Team Operating Procedures*. This review should take place as soon as possible after the election of new trustees.
- C. Any trustee may propose additions, changes, or modifications to these procedures.
- D. A Board Policy can be brought before the board in open session as an agenda item. The policy can then be reviewed and discussed in an open meeting for possible revision.
- E. A super-majority of the team (5 of 7 trustees) must agree to any changes of the Team Operating Procedures.

II. Candidate/New Trustee Orientation

- A. The Board President and VP, Secretary, or designee will conduct a pre-election information meeting with all school board candidates to inform them of training regulations, form filings, Board activities calendar, and first few meeting and retreat dates.
- B. The Superintendent or Designee and the Board President will facilitate the District Orientation for the new Trustees. This orientation should include sessions with Senior Staff Members to include personnel from the areas of Curriculum and Instruction, Finance, Facilities, Communications, Human Resources, Technology Services and Administration, and other departments upon request. In addition, the Superintendent will communicate information on TASB New Trustee Training. [See Policy BBD (LOCAL)]
- C. The Superintendent will coordinate an initial meeting for the new Trustees with members of the Superintendent's Senior Staff.
- D. The Board President will schedule a Board/Superintendent Team Building Retreat following an election.
- E. The Board President shall assign a mentor to any trustee new to the board within 30 days of the new trustee being sworn in.

- F. Newly elected trustees will receive appropriate onboarding support as outlined in Appendix A.

I. Required Board Training

- A. New trustees are required to attend a local orientation as described in I.B. above. In addition, new trustees must be oriented to the Texas Education Code and attend a minimum of three hours of team building with the rest of the team of eight. Additional required training for new trustees is outlined in Appendix A
- B. Experienced trustees are required to complete team building training with the Team of Eight, a legislative update training following each legislative session and the additional required training outlined in Appendix B.

III. Meetings

- A. Regular meetings will be held on the 4th Tuesday of each month.
- B. The second Tuesday of the month will be used for board retreats/workshops, or formal called meetings if necessary.
- C. Regular meetings will be video recorded and the recordings will be made available to the public within 48 hours on the District's web page.
- D. Emergency meetings may be requested following the adopted Board Policy.
- E. In order for agenda items to be placed on a regular meeting or workshop agenda, the request should be made in writing and two trustees must consent in order to have the item on the next available agenda.

IV. Patrons addressing the Board

- A. Patrons may address the board regarding district business (agenda items or non-agenda items) during the Citizens to Be Heard at Regular meetings held on the 4th Tuesday of each month. In addition, during the regular meeting, patrons may elect to speak to an agenda item prior to the item being taken up by the board.
- B. Patrons will be allowed to speak directly to an agenda item at board workshops or other called meetings prior to the individual item being taken up by the board.
- C. Individuals wanting to address the board through the Citizens to Be Heard at the regular meetings (4th Tuesday) or specific agenda items at all meetings, will be required to register prior to the start of the meeting. The board president will announce this requirement and allow time for citizens to register before beginning the meeting. A staff member will be responsible for the registration list. This rule may be waived by consent of the board.

- D. Patrons may address the board during a Public Hearing portion of the agenda. This process for signing up to address the board will be the same for Citizens to Be Heard.
- E. Trustees shall limit the use of any private devices during board meetings.
- F. Trustees who maintain public information on a privately-owned device shall provide and preserve the information for the district (DH Legal).
- V. Guidelines for addressing the board will be read by the board president prior to Citizens to Be Heard.
 - A. Comments are limited to three minutes. This rule may be waived by consent of the board. [See Policy BED (LOCAL)]
 - B. The board will accept written as well as oral information.
 - C. Groups of more than three people wishing to address the same item will be encouraged to appoint one person to represent the group's view to the board.
- VI. Board response to patrons addressing the board [See Policy BED (LOCAL)]
 - A. Trustees may refer patron concerns to the superintendent to be handled by appropriate staff.
 - B. Trustees may present specific facts or existing policy.
 - C. The board will not deliberate, discuss, or make a decision on any subject that is not on the meeting agenda.
 - D. The board president may direct the Superintendent to cause items to be investigated and reported back to the board at a designated meeting or through other communication.
 - E. Trustees who need additional information will direct their request to the superintendent.
- VII. The board shall use parliamentary procedure as a guide for conduct of board business. [See Policy [BE \(LOCAL\)](#)]
- VIII. Discussion of Motions
 - A. All discussion shall be directed solely to the business currently under deliberation.

- B. All trustees will be recognized by the board president prior to giving their comments.
- C. The board president will allow each member an opportunity to speak before giving the floor to a Trustee who has already made comments about the agenda item.
- D. Trustees shall be courteous to each other and to the patrons addressing the board.
- E. Trustees shall refrain from making statements to each other, to citizens addressing the board, or to the media that would be interpreted as critical of other team members. Statements should be made based on why trustees personally support or oppose a motion, not in response to comments made by other team members.
- F. Except in cases of emergency, trustees should not be requested by the superintendent or members of staff to vote on an item in which there has not been adequate time to review all material. All material/information should be supplied in advance if possible, not on the day of the meeting.
- G. Once a vote is taken by the board, each decision is an action by the whole and binding upon each member and should be supported by each member.

IX. Communication

- A. The board receives an information packet weekly from the superintendent.
- B. The superintendent, board president, and trustees will strive to make sure that all information is shared equally with all trustees. No Surprises!
- C. The board will communicate with the community through the District communication pieces, such as weekly newsletters. Trustees will also be encouraged to communicate with the public through public hearings, PTAs, Civic Clubs, and regular/called board meetings.
- D. Trustees will not engage in electioneering while operating within their capacity as a trustee serving the district's needs. Clear delineation of roles should be made during an individual's election cycle. [See Policy [BBBD- Elections: Campaign Ethics](#)]
- E. Following a Board of Trustee election, the superintendent and board president/ranking board officer will coordinate a meeting to canvass the election results and administer the oath of office prior to the subsequent Board meeting for which new or re-elected trustees will be seated.

- F. Trustees will not participate in exclusive dinners or other engagements sponsored by vendors and associated with conferences. Discretion should be utilized when attending vendor sponsored receptions or other events. Direct communication between vendors and trustees should be channeled to the superintendent/appropriate district administrator.
- G. In general, media requests will be addressed by the board president, particularly if the requests entail a requested response from the board as a whole. The district communications department will assist as warranted with all board/media requests.
- H. Individual trustees may contact staff members for general information with notice to the superintendent. If the request is pertaining to a patron or employee complaint, or individual concern of a trustee, the superintendent should be notified that information is being requested.
- I. Individual members shall not direct or require district employees to prepare reports derived from an analysis of information in existing district records or to create a new record compiled from information in existing district records. Requests to the superintendent regarding the preparation of reports shall be by board action.
- J. Requests from individual trustees for anything related to the operation of the school district should be directed to the superintendent.
- K. Any trustee who chooses to participate in social media interactions with patrons of the district should add a disclaimer to their account that indicates that their posts on social media are their individual opinions and do not represent the official position of the board or district.
- L. Requests for information pertaining to agenda items shall be submitted as early as possible to allow administration time to prepare. The superintendent shall inform the requesting member if their request cannot be complied with prior to the meeting and the information shall be prepared as soon as possible.
- M. Any reports prepared for one member shall be delivered to the remaining members.
[See Policy BBE (LOCAL)]
- N. Any correspondence on behalf of the board should be viewed by the board prior to submission for publication.
- O. A Trustee should be aware of the implication if an individual trustee submits a letter for publication. While a trustee maintains all rights of a private citizen, the public may interpret the private opinion as expressing NISD official position.

- P. A trustee who wishes to examine a new initiative that would impact district resources (budget, staff time, etc.) should direct the idea to the superintendent for review. The superintendent will review the idea or direct it to staff for review.

X. School Visits

- A. Individual trustees are welcome to visit any school or district facility. The courtesy of advance notice to the principal or other administrator is appreciated. Trustees should check in with the principal upon arriving at a campus, except when on campus in their role as a parent/grandparent.
- B. The superintendent will encourage schools to communicate to trustees about special events on their campuses.

XI. Complaints

- A. The trustee will refer the citizen to the appropriate person/chain of command or to the complaint resolution procedure as described in the Student-Parent Handbook or board policy.
- B. If the request or complaint involves activity that, in the opinion of the trustee, is of serious enough nature to be reviewed by the superintendent, a summary of the situation should be forwarded to the superintendent with all pertinent information. [See Policy BBE (LOCAL)]

XII. Confidentiality of Materials

- A. Board Packet information, marked “For Trustees Only” or “Confidential,” is not to be shared with family members, community members, or school employees.

XIII. Board Travel [See BBG (LOCAL)]

- A. Attendance at required training sessions and at the annual conventions of the Texas Association of School Boards (TASB), the Mexican American School Boards Association (MASBA), and the Texas Caucus of Black School Trustees (TCBSBM) qualifies for reimbursement. Any additional conference requests must have prior approval from the Board in order to qualify for reimbursement. Other Trustee expenditures must be authorized by action of the board.
- B. An electronic travel reimbursement form must be completed and submitted to the superintendent’s office for any out-of-pocket expenses to be reimbursed.

XIV. Creation of Board Activity Calendar

- A. The superintendent's office shall maintain a Board Activity Calendar to be published in a weekly communication medium (i.e. Friday Letter), which lists campus and district activities to which Trustees are invited. Trustees are requested to notify the superintendent's secretary of planned attendance at any of the scheduled activities so that board representation may be coordinated among trustees to the extent appropriate.

XV. Board Officers and Terms [see BDAA (LOCAL)]

- A. The board will elect a President, a Vice President, and a Secretary who shall be members of the board. This will occur annually during the regularly scheduled May meeting.
- B. Board Officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.
- C. Prior to being considered for the position of board president, a trustee must serve on the board for a minimum of one year.

XVI. Trustee Vacancies

- A. In order for a trustee to formally resign from the board, a trustee's resignation must be in writing and signed by the trustee and delivered to the presiding officer of the board. A board may not refuse to accept a resignation. The board president may then meet with District Counsel regarding the resignation.
- B. If a trustee submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the board or on the eighth day after the date of its receipt by the board, whichever is earlier.
- C. All public officers shall continue to perform the duties of their offices until their successors shall be duly qualified (i.e., sworn in). Until the vacancy created by a trustee's resignation is filled by a successor, the trustee continues to serve and have the duties and powers of office and continues to be subject to the nepotism provisions. A holdover trustee may not vote on the appointment of his or her successor.
- D. A person elected or appointed to serve as a trustee must remain a resident of the district throughout the term of office. A trustee who ceases to reside in the district will vacate the office immediately. A trustee vacates the office if the trustee ceases to reside in the single-member district the trustee represents.

- E. If a vacancy occurs on the board, the remaining trustees may fill the vacancy by appointment until the next trustee election or may order a special election to fill the vacancy. If more than one year remains in the term of the position vacated, the vacancy shall be filled not later than the 180th day after the date the vacancy occurs.
- F. To be eligible to be appointed to a board, a person must have the qualifications set forth in Election Code 141.001(a). Election Code 141.001(a) [See BBA] A special election to fill a vacancy shall be conducted in the same manner as the district's general election. An election to fill a vacancy shall be to fill the unexpired term only.
- G. A special election to fill a vacancy shall be held on an authorized uniform election date occurring within the required period after the vacancy occurs. If no uniform election date affords enough time to hold the election in the manner required by law, the election shall be held on the first authorized uniform election date occurring after the expiration of the period.
- H. If a vacancy is to be filled by special election, the election shall be ordered as soon as practicable after the vacancy occurs.
- I. Except as otherwise provided by the Election Code, a special election to fill a vacancy shall be held on the first authorized uniform election date occurring on or after the 46th day after the date the election is ordered.
- J. If the special election is to be held on the date of the general election for state and county officers, the election shall be ordered not later than the 78th day before election day. The general election for state and county officers is the first Tuesday after the first Monday in November in even-numbered years.
- K. The law requiring joint election does not apply to special elections; thus, if the only item on the ballot is a special election to fill a vacancy, that election does not have to be held jointly with another entity. Other Texas Election Code requirements may apply to a special election, depending on when it is held.

APPENDIX A 1 OF 2

Suggestions for Mentors to Use in Onboarding a New Trustee

- I. Immediate Preparation
 - Required reading prior to the first official board meeting: Board Operating Procedures
Protocols for the first official meeting in advance: time of meeting, designated parking area, pre-meeting meal, swearing in ceremony and photos, meeting agenda and estimated duration, what to wear, rules for participating in a meeting for trustees and the general public, explanation of procedures for executive session, and meeting adjournment
 - Terminology, events, and correspondences: acronyms, calendar, Friday letter or superintendent's weekly letter to trustees
 - Watch board videos or attend a board meeting prior to taking the oath of office
- II. Operation and Administration of the District
 - Orientation by the superintendent to include visits to all the cabinet members
 - Acknowledgement of community questions and concerns
 - Explanation of board committees, if any: academics, finance, policy, building, technology
 - Familiarization with all segments of the school district: geographic, socio-economic, demographic
 - Role of Magnet and other special school settings
 - Dates of regular board meetings and called meetings
- III. State and Local Requirements and Expectations
 - Special Required Training
 - Open Meetings Act within 90 days
 - Public Information Act within 90 days
 - Cybersecurity to be by June of first year
 - Orientation to the Texas Education Code within 120 days
 - Local district orientation within 120 days
 - EISO within 120 days
 - Sexual abuse, human trafficking, and other maltreatment of children within 120 days
 - School safety within 120 days
 - Team Building with whole board and superintendent 3 hours

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Additional hours based on self-assessment and Framework for School Board Development 10 hours

- Attend Grassroots for Advocacy in your region
- Submit Financial Quarterly Reports in a timely manner
- Attend conferences such as TASA/TASB Convention, Summer Leadership Institute, Caucus of African American School Board Association, and Mexican American School Board Association
- Attend school events
- Be well informed of district happenings by attending committee meetings

IV. Expectations for behavior and personal traits

- Ethics
- Interaction with community
- Conduct is held to a higher standard
- Role model for young people
- Attendance at committee meetings related to the agenda
- Familiarity with meeting agendas in advance

V. List of additional resources

- Online Learning Center onlinelearning.tasb.org
- School Law eSource schoollawsource.tasb.org
- TASB Member Center tasb.org/members
- TEA Glossary of Acronyms

VI. Suggested New Trustee Care Package

- Laptop computer (and training)
- Business cards
- Shirt
- Name tag/lanyard
- Parking pass
- Athletic Pass
- Name plate for dias
- List of education acronyms
- Calendar of events for the first month

**GOOD BOARD MEMBERSHIP BEGINS WITH WELL INFORMED
CANDIDATES**

APPENDIX B 1 OF 2

New Board Member Training Requirements (First year of service)

First 90 days	
Open Meetings Act (OMA) 1–2 hours	Available through TASB's Online Learning Center or other registered providers.
Public Information Act (PIA) 1–2 hours	PIA training may be delegated by district policy.
First 120 days	
Local District Orientation 3 hours	Provided by your school district.
Orientation to the Texas Education Code 3 hours	Provided through your local Education Service Center (ESC).
Evaluating and Improving Student Outcomes 3 hours	Available through TASB or other authorized providers.
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour	Available through TASB or other registered providers.
School Safety 2 hours	Provided through TEA Learn .
Within first year	
Cybersecurity 1 hour	See the Texas Department of Information Resources for providers.
Team Building 3 hours	Available through TASB or other registered providers.
Additional Required Training 10 hours	Available through TASB : Additional education based on Framework for School Board Development is available through TASB's conferences, events, and continuing education programs. Also available through other providers.

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Experienced Member Training Requirements (More than one year of service)

Note: Required hours will vary year to year depending on how the Post-Legislative Update, Child Abuse, and Student Achievement and Accountability hours fall for an individual trustee.

Annual	
Cybersecurity 1 hour	See the Texas Department of Information Resources for providers.
Team Building 3 hours	Available through TASB or other registered providers.
Additional Required Training 5 hours (Up to 5 hours online; up to 1 hour using self-instructional materials)	Available through TASB : Additional education based on Framework for School Board Development is available through TASB's conferences, events, and continuing education programs. Also available through other providers.
Biennial (every other year)	
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour	Available through TASB or other registered providers.
Update to the Texas Education Code Sufficient length ~ 1–2 hours after each legislative session	Available through TASB or other registered providers.
Evaluation and Improving Student Outcomes 3 hours (By the second anniversary of completion of previous training)	Available through TASB or other authorized providers.
School Safety 2 hours	Provided through TEA Learn .

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