

MCKINNEY INDEPENDENT SCHOOL DISTRICT
1 Duvall St
McKinney, Texas 75069

Board of Trustees Operating Protocol

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Preface

Approved: January 25, 2022

The McKinney Independent School District Board Operating Protocols have been approved by the Board of Trustees to be used in the context of their duties and responsibilities as a Trustee. These protocols have been established to expand upon local policies adopted by the Board of Trustees. Adopting and adhering to these protocols ensures that the Board operates as a cohesive team to accomplish the District’s vision, mission, and goals. Board policy and applicable law always supersedes Board Operating Protocol. Board activities and meetings will comply with the Texas Open Meetings Act and Board Members will adhere to ethical standards established in policy and Board Operating Protocol.

Elections

Approved: January 25, 2022

1. There are no term limits for Board Members or Board officers.
2. Board Member seeking re-election will not solicit District employees for endorsement during an employee’s work hours or at any time while on District property.
3. The Board, as a body corporate, will not endorse any candidate running for any public office nor will the Board use District funds or other resources to electioneer for or against any candidate, measure, or political party.
4. Individual Board Members should exercise heightened caution and comply with District policies and Board procedures when providing a personal endorsement to any candidate or measure, including a bond election or an election pertaining to an entity other than McKinney ISD. If a Board Member chooses to provide a personal endorsement with or without reference to their role as a McKinney ISD Board Member, they do so without the Board’s approval and/or endorsement.

Organization of the Board

Approved: January 25, 2022

1. The Board Officer positions of President, Vice President and Secretary shall be selected annually. To qualify for an officer position, a Board Member must serve on the Board for a period of one year from either: the date of qualification of trustees and officer elections in election years; or May 1 in non-election years.
2. In election years, Board Officer selections shall be made at the first meeting after the election and qualification of trustees, (i.e. execution and filing of the required Statement of Elected/Appointed Officer and the Oath of Office). In most instances, this would occur in the June Regular Board Meeting. In non-election years, the Board Officer selections shall be made at the June Regular Board Meeting.
3. The meeting for the election of Board officers will include a Closed Session for the purpose of deliberating the duties and qualifications of an officer.

4. A nomination for a Board officer requires a second. The Board will vote for each office in turn, beginning with the President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
5. A Board Member transitioning out of an officer position will review the position responsibilities, issues or projects with the incoming officer no later than 30 days after the election of officers.
6. A majority of the Board may call for officer elections at any time if they deem it necessary.
7. The Board President will have the following responsibilities:
 - a. Shall preside at all board meetings;
 - b. Shall cause committees to be formed when deemed necessary;
 - c. Shall call special meetings;
 - d. Shall sign all legal documents required by law; and
 - e. Shall fulfill all duties and obligations as required by Board Policy, state and federal statutes, regulations and rules.
8. The Board Vice-President will have the following responsibilities:
 - a. Shall act in capacity of President in the absence of the President; and
 - b. Shall fulfill all duties and obligations as required by Board Policy, state and federal statutes, regulations and rules.
9. The Board Secretary will have the following responsibilities:
 - a. Shall ensure that accurate records are kept; and
 - b. Shall act as President in the absence of the President and Vice-President.
 - c. Shall fulfill all duties and obligations as required by Board Policy, state and federal statutes, regulations and rules.

New Member Orientation

Approved: January 25, 2022

1. Board Member orientation will be scheduled as soon as possible after election or appointment, but in no case no later than 60 days after the Oath of Office. The Superintendent or designee will coordinate the orientation.
2. Orientation should include but is not limited to the following:
 - a. New School Board Member Orientation Checklist, a summary and timeframe of orientation activities;
 - b. Board Operating Protocol and Board policies;

- c. District administrative organization;
 - d. Electronic communications;
 - e. Budget overview and debt schedule;
 - f. District goals and strategic plan;
 - g. Sample Board annual calendar;
 - h. Media relations;
 - i. Training required under state and federal laws and regulations; and
 - j. Annual continuing education training.
3. New Board Members are encouraged to meet individually with other Board Members for the purpose of relationship building.

Training

Approved: January 25, 2022

1. Each Board Member is required to attend training every year for continuing education credit hours.
2. Each Board Member shall complete all continuing education requirements within the allotted time frames set by the state.
3. The annual three-hour Team of Eight team building session should occur as soon as possible after an election and no later than October if new Board Members have been elected. The Board President or designee will work with the Superintendent to find potential dates for the training, including years when no election is held.

Board Self-Evaluation

Approved: January 25, 2022

1. Each year the Board will evaluate its previous year's performance and identify opportunities for improvement.
2. The process will be facilitated by the Board President or designee, or an independent facilitator.

Concerns about a Board Member

Approved: January 25, 2022

1. If a Board Member has a concern about the performance and/or actions of another Board Member, the recommended process for addressing such concerns shall be the following, in this order:
 - a. The concerned Board Member shall have a private conversation with the Board Member to resolve the issue;
 - b. If unresolved, the concerned Board Member will meet privately with the Board President and outline the specific issue. The Board President and the concerned Board Member will meet with the Board Member to

resolve the issue. If the concern is with the performance of the Board President, the Vice President will meet with the concerned Board Member; and

- c. If the issue is still not resolved, the concerned Board Member will hold a conference with the Board President (or Vice President with concerns regarding the President) and the Superintendent or designee to develop a plan of action to resolve the concerns.
2. If the issue remains unresolved, the concerned Board Member will, through the Board President, request that an item be placed on a regularly scheduled agenda as a Closed Session item.
 3. Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting. If a Board Member warrants censure as determined by the Board, the Board can take action as permitted by applicable laws and regulations.

Annual Board Planning Calendar

Approved: January 25, 2022

The Board's annual planning calendar provides a general planning guideline and at a minimum, can include the following items:

- a. Required Board actions, including items legally required;
- b. Items required by Board policy; and
- c. Desired Board reports.

Meetings

Approved: January 25, 2022

1. All meetings wherein the Board votes on any matter or allows public comment shall be videotaped and available on the McKinney ISD website.
2. Board Meetings are open to the public and held at the McKinney ISD Community Events Center, or other location designated in accordance with the Texas Open Meetings Act, to conduct the formal business of the District. Board Meetings typically are preceded by a Closed Session to discuss certain items as authorized under the Texas Open Meetings Act (Texas Government Code Chapter 551)
3. Work Sessions are open to the public and held at McKinney ISD Community Events Center Room, or other location designated in accordance with the Texas Open Meetings Act, to discuss items and to receive information. Work Sessions will primarily include review and dialogue about instructional programming.
4. A Special Meeting is a business meeting held on a date other than a regularly scheduled meeting on the published calendar.
5. Emergency Meetings are called to address a reasonably unforeseeable situation or an imminent threat to public health and safety which requires immediate action by the Board and may be scheduled with a one-hour notice. Unless hindered by the emergency, Emergency Meetings are videotaped and available on the McKinney ISD website.
6. The Board may hold a closed session at any time, in accordance with the Texas Open Meetings Act.

7. Board Members are encouraged to make every effort to attend all meetings. If a Board Member is unable to attend, they will notify the Board President and the Superintendent as soon as possible.

Preparation of the Agenda

Approved: January 25, 2022

1. In consultation with the Board President, the Superintendent shall prepare the agenda; however, final approval for the agenda is the sole authority of the President.
2. A Board Member may request that a subject be included on a future agenda for a Board Meeting or Work Session by email or during the discussion of upcoming agenda items. The Board President shall ensure topics that at least two Board Members, either jointly or individually, have requested be addressed are scheduled for deliberation at an appropriate time in the near future.
3. No item can be requested to be placed on the Board Meeting agenda by a Board Member if submitted later than noon of the eighth calendar day before regularly scheduled meetings and noon of the third calendar day before special meetings.

Meeting Preparation

Approved: January 22, 2022

1. The agenda packet is posted and notice emailed to Board Members a minimum of seventy-two hours (72) prior to the scheduled meeting. The Superintendent will ensure that documents and data for an agenda item, including presentations, are provided to all Board Members a minimum of seventy-two hours (72) prior to the scheduled meeting.
2. The Superintendent will ensure that adequate backup materials and necessary information for each agenda item are provided to Board Members. Backup materials and information not available when the agenda is posted will be provided immediately upon completion.
3. Once the Board agenda packet is posted, the Superintendent or designee will inform the Board of any agenda item supporting documentation revisions or updates.
4. For contracts placed on the agenda for approval, the Superintendent will ensure that the contract is available to Board Members upon request prior to, or during, the meeting.

Agenda Questions

Approved: January 25, 2022

1. Board Members will direct agenda-related questions to the Superintendent, the Board President, and the appropriate staff member (if known) as soon as possible before a meeting. This does not limit a Board Member's ability to ask questions during the Board Meeting. If requested information is not available, the Superintendent will inform the Board Member before the beginning of the Board Meeting or as soon as possible. Questions not presented prior to a meeting may require additional time for response and may delay the Board's consideration of an item.
2. If an answer is not readily available, requires a special report, or requires a significant investment of time that will divert staff from established priorities, the Superintendent will notify the Board Member and the Board

President prior to the start of the meeting. The Board Member has the option of making a motion to postpone the agenda item for further consideration.

3. Any Board Member may remove an item from the Consent Agenda for separate consideration, making every effort to inform the Superintendent, Board President, and appropriate staff member prior to the meeting of their intent to remove the item to allow staff to prepare as needed. This does not limit a Board Member's right to remove an item from the Consent Agenda during a meeting.
4. The Superintendent or designee will ensure that answers / communications provided to one Board Member are provided to all Board Members.

Meeting Participation

Approved: January 25, 2022

1. Anytime four (4) or more Board Members are gathered to discuss school district business, it is considered a meeting.
2. Failure to timely post such a meeting is considered a violation of the Texas Open Meetings Act.
3. All Board Members are expected to conduct themselves professionally and ethically during meetings and public forums and in accordance with Roberts Rules of Order, Newly Revised, unless suspended by majority vote of the members present.
4. Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject.
5. Debate and discussion must continue until such time as each Board Member feels that they have had adequate time to ask clarifying questions or make comments unless the question has been moved and adopted.
6. No Board Member will coerce another Board Member to vote in a particular manner and no member may solicit votes in any manner.
7. No Board Member will criticize any Board Member's questions, discussion or vote.
8. Although it is the duty of every Board Member who has an opinion on a question to express it by their vote, they cannot be compelled to vote and can abstain. Board Members abstaining from voting may briefly state their reason for the abstention.
9. The Board will not permit comments on individual personnel in public session which would violate Board Policy and/or applicable laws or regulations.
10. The Board will not permit comments on individual students in public session which would violate Board Policy and/or applicable laws or regulations.
11. All discussions of motions shall be directed solely to the business currently under discussion as posted on the agenda.
12. The Board President has the responsibility of keeping the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board as posted on the agenda.

13. The Board President may make motions, second motions, enter into debate or discussion and vote on all matters coming before the Board.
14. No member shall participate in consideration, deliberation, and/or vote on a motion in which he or she has a direct pecuniary interest and/or other conflict of interest outlined in policy, law or regulation, not common to other members of the Board.
15. Except because of a conflict of interest as defined by policy, law or regulation, or another legitimate reason for recusal, Board Members shall cast a vote.
16. All votes, including dissenting and abstaining, shall be recorded in the minutes of the Board meeting.
17. Voting shall be done by a show of hands and voice, as determined by the presiding officer.
18. Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.

Consent Agenda

Approved: January 25, 2022

1. The Consent Agenda is included as part of the regular agenda but contains items that can be voted on all at once unless a Board Member or administrator requests that an item be pulled out and looked at individually.
2. Items usually contained in the Consent Agenda are routine and/or reoccurring items.

Public Comment Procedures

Approved: January 25, 2022

1. Citizens wishing to express themselves regarding students, teachers, principals or other campus administrators, should be directed by Board Member to follow the grievance procedures established by referring to policy FNG (LOCAL) for student/parent issues, and DGBA (LOCAL) for employee issues.
2. The Board will follow procedures for public comment, as outlined by the Administration in regulation.
3. Any Board member may ask the Superintendent or designee to provide specific factual information regarding existing policy and practice in response to public comments, however, the Board may not deliberate or decide regarding any subject that is not properly posted on the agenda for the meeting.

Closed Session

Approved: January 25, 2022

1. All matters discussed in Closed Session are strictly confidential by law. If Board Members are asked for information regarding Closed Sessions, Board Members will state that they can give no information other than what is posted on the agenda.
2. Items that may be discussed in closed session and not as part of a public board meeting (Texas Government Code Chapter 551) include, but are not limited to:
 - a. Private consultation with the Board's attorney (§551.071);

- b. Purchase, exchange, lease or value of real property (§551.072);
 - c. Negotiated contracts for prospective gifts or donations (§551.073);
 - d. Personnel or to hear complaints against personnel (§551.074);
 - e. The deployment, or specific occasions for implementation, of security personnel or devices, or a security audit (§551.076);
 - f. Discipline of a public-school child, or complaint or charge against personnel (§551.082);
 - g. Deliberation of a matter regarding a public-school student if personally identifiable information will be revealed (§551.0821);
 - h. The standards, guidelines, terms, or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of an employee group (§551.083);
 - i. Excluding witnesses from a hearing (§551.084); or
 - j. The security assessments or deployments relating to information resources technology; network security information; or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices (§551.089).
3. Only members of the Board have a right to attend Closed Session, except that the District’s attorney must be present when it meets under Section 551.071. A governmental body has discretion to include any of its officers and employees whose participation is necessary to the matter under consideration; therefore, the Board could require the Superintendent to attend all Closed Sessions.
 4. When it is apparent to and agreed upon by a consensus of the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding a Closed Session agenda item, the Board President will compose an official statement in compliance with the Texas Open Meetings Act.
 5. The Executive Assistant to the Board will create a certified agenda of Closed Sessions in cooperation with the Board Secretary.

Response to Complaints

Approved: January 25, 2022

1. When a Board Member receives a complaint from a community member or an employee, the Board Member should:
 - a. Listen respectfully;
 - b. Remain impartial;
 - c. Ask if the District's procedures and chain of command have been followed; and
 - d. Redirect to the appropriate process for complaints of students, parents, employees, or community members.

2. Concerns regarding students, teachers, principals or other campus administrators, should follow the grievance procedures established by policy for student/parent issues and DGBA (LOCAL) for employee issues.
3. Concerns regarding community issues should be directed to Board Policy GF (LOCAL).
4. Complaints addressed to all Board Members will be answered by the Board President on behalf of the Board. The Board President will respond as soon as practical, no later than two business days. If the Superintendent or designee has been asked by the Board President to respond to such communication, they will inform the Board when the issue has been addressed.
5. Complaints addressed to an individual Board Member will be forwarded to the Board President and Superintendent or designee. If a response from the Board Member is warranted, the response will only clarify responsibilities of a Board Member; relay official actions of the Board; and advise that the matter has been given to the Board President.
6. Complaints received by an individual Board Member using their personal email address or via text should be answered with the following or a substantially similar statement: *Due to requirements of the Texas Open Records Act, I only respond to emails and text messages pertaining to District business using the email address provided by the District.*
7. If it is believed the entire Board was a recipient of a complaint, Board Members should confirm receipt of such correspondence by the Board President.
8. Board Members will not respond to anonymous communications.
9. If a Board Member receives communication which they perceive to be of a threatening nature, the Board Member will immediately forward the communication to the Superintendent and Board President.
10. Communication or complaints pertaining to criminal, health or safety issues will be forwarded to the Superintendent and Board President to be handled as required by law.

Grievances

Approved: January 25, 2022

1. The Board operates in a judicial capacity during a grievance hearing.
2. The grievant may elect to hold the hearing in Closed Session or Open Session and the District shall comply, to the extent required or provided by the Texas Open Meetings Act and other applicable laws.
3. Board Members may only consider information that is presented during the grievance process; Board Members will not privately seek out information regarding a grievance. No party may present new documentation during the Level Three Board hearing absent extenuating circumstances and approval from the Board. At such time, the Board will carefully consider new evidence in light that it has not been properly vetted.
4. If a Board Member knows or learns anything about a grievance case except what is admitted through the documents that might render or appear to render them unable to hear the grievance or appeal impartially, then they must inform the Superintendent and Board President immediately. In addition, if the Board Member has been involved in communication, beyond what is permitted under the Board Operating Procedures and/or applicable policy, with the grievant before the grievance hearing, then the Board Member should recuse themselves from the hearing.

5. The grievant, the District, and the School Board may each elect to have its own legal counsel.
6. The Board President presides over the hearing and provides direction to all parties throughout the hearing.
7. As a standard, the presiding officer may set reasonable time limits and guidelines for each party to make a presentation, provide rebuttal, and an opportunity for questioning by the Board. Each party is responsible for allocating the usage of this time as they wish.
8. 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.
9. In Closed Session, the Board, its legal counsel if present, and the Superintendent (if not involved in prior levels of the grievance) may participate in the Closed Session to consult with one another and legal counsel regarding a possible grievance decision recommendation.
10. Grievance decisions may become precedent-making events. Board Members should understand the potential implications of any decision.
11. The Board's decision regarding a grievance hearing either occurs in the Open Session of the same agenda as the day of the hearing, in the Open Session of the agenda of the next meeting or serves as a reflection of inaction by the Board.
12. Any Board Member who was not present for the entire grievance hearing must excuse themselves from the grievance process including the hearing, deliberation, and vote in Open Session.
13. All grievance-related materials must be held in the strictest confidence. A Board Member will share neither information from documentation nor what is heard during the actual grievance proceedings.
14. Board Members will return all grievance materials to the Superintendent or designee upon the conclusion of deliberations.
15. Any Board Member who violates the Board policy on grievances may be subject to censure.

Requests for Non-Agenda Information

Approved: January 25, 2022

1. If a Board Member is not acting in his or her official capacity, the Board Member has no greater access to District information than a member of the public.
2. Board Members will communicate their individual requests for non-agenda information to the Superintendent or designee and the Board President.
3. If requested information can be provided from readily available data with no diversion of staff's time, it will be provided within a reasonable amount of time.
4. If a request requires diversion of staff time from established priorities, the Superintendent will notify the requestor and the Board President. 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 it is important for future decision-making or may direct the Board Member to procedures regarding placing an item on the agenda.

5. If a Board Member has an information request about a non-agenda item for a Cabinet Member, they will email the Cabinet Member and copy the Superintendent and Board President. Information requested will be provided to the Board Member with a copy to the Board President, Superintendent or designee, and all other Board Members.
6. If a Board Member has an information request for a department member not at Cabinet level, they will email the supervising Cabinet Member and copy the Superintendent and Board President. Information requested by one Board Member will be provided to the Board Member with copy to the Board President, supervising Cabinet Member and the Superintendent or designee.
7. If a Board Member has an information request requiring the Board attorney's response, they should refer the information request to the Superintendent and the Board President, who will relay the responsive information to the Board or advise the Board Member to contact the attorney directly.
8. In accordance with the law, the District shall track and report any requests. The District must report to the Texas Education Agency each year the number of requests submitted by a Board Member and the total cost to the district. Tracking is not required when the information is provided to the entire Board; therefore, the Board President, Superintendent or designee may provide the information to all Board Members at their discretion.

Media Relations

Approved: January 25, 2022

1. The Board President or designee will be the spokesperson for the Board to the media on issues that relate to Board operations, Board actions, or Board positions which have been approved by the Board.
2. Board Members will be apprised of media issues by the Superintendent or designee. If the matter is urgent, the Superintendent will notify each Board Member as quickly as possible in accordance with the Texas Open Meetings Act.
3. The Superintendent or designee will be the spokesperson for the District on issues of media attention that relate to District operations.
4. A Board Member who receives a call from the media regarding District business should direct the caller to the Board President and Superintendent who will determine what response, if any, is warranted.
5. A Board Member retains the right to speak to the media as an individual but must understand that any comment will likely be interpreted as an official statement of the Board. In speaking as an individual, the Board Member should do the following:
 - a. Clarify that they are speaking as an individual and not for the Board;
 - b. Remind the media representatives that official statements of the Board are made only by the Board President (or their designee);
 - c. Remind the media representatives of the position or action of the Board related to the issue in question;
 - d. Notify Superintendent or designee and the Board President about the media request; and

- e. Refrain from using District resources for the purpose of their individual statements.

Communication to Board Members

Approved: January 25, 2022

1. Board Members will receive important District information from the Superintendent or designee.
2. Board Members will receive correspondence delivered to the District office at the earliest opportunity.
3. Board Members may communicate with other individual Board Members, the Superintendent, or staff for the purposes of asking clarifying questions, providing the communication does not conflict with or circumvent the Texas Open Meetings Act.

Community Relations

Approved: January 25, 2022

1. Board Members are encouraged to participate in community activities to build relationships between the public and the District.
2. When interacting with the community, Board Members are expected to:
 - a. Listen politely and respectfully;
 - b. Accurately relay information about the District;
 - c. Refer questions about specific District issues to the appropriate staff person;
 - d. Clarify limitations, obligations, and responsibilities as a Board Member; and
 - e. Relay official decisions and actions of the Board.
3. Citizens wishing to express concerns should be directed by Board Members to use these alternatives:
 - a. Contact appropriate staff members;
 - b. Email, telephone or write Board Members; or
 - c. Speak at Board Meetings per Board Policy.
4. A Board Member retains the right to communicate in any manner to anyone as an individual but must understand that comments will likely be interpreted as an official statement of the Board. In communicating as an individual, the Board Member should do the following:
 - a. Clarify that they are speaking as an individual and not for the Board;
 - b. Remind the individual that official statements of the Board are made only by the Board President or their designee;

- c. Remind the individual of the position or action of the Board related to the issue in question; and
 - d. Refrain from using District resources for the purpose of their individual response.
5. Communication addressed to all Board Members will be answered by the Board President on behalf of the Board. The Board President will respond to such communication as soon as reasonably practical. The Board President may appoint the Vice President or Board Secretary to respond to correspondence received during any absences provided that such correspondence shall clearly identify that the response is on behalf of the entire Board at the request of the Board President.
6. If it is believed the entire Board was a recipient of correspondence under separate cover, a Board Member should forward the correspondence to the Board President and ask if they will be responding or confirm the receipt of such correspondence by the Board President.
7. Board Members should bear in mind that individual phone calls, correspondence, email, text messages, or social media communications may be subject to the Public Information Act and the Texas Open Meetings Act. Communications received by an individual Board Member using their personal email address or via text should be answered using the following or a substantially similar statement: *Due to requirements of the Texas Open Meetings Act, I only respond to emails and text messages pertaining to District business using the email address provided by the District.*
8. To the extent possible, copying the Board President and Superintendent is considered the best practice for communications with the community regarding District business.

Advocacy

Approved: January 25, 2022

In adherence to the State Board of Education's Framework for School Board Development, the Board will advocate at the local, state and national levels for the specific interests of the District and for public education.

1. The Board will coordinate advocacy efforts with the Superintendent or designee and will utilize resources from Texas Association of School Boards (TASB) and National School Board Association (NSBA).
2. Texas law allows Board Members, acting independently and without the use of public funds, to engage in political advocacy.
3. A Board Member invited to speak at a community meeting in favor of a candidate or measure, such as a bond proposal, may do so only if the speaking engagement complies with District policies and Board procedures, does not involve the use of public funds, and is in the Board Member's personal capacity.
4. Regarding testimony at a public hearing or governmental proceeding on behalf of the District, the Board President or designee will be the spokesperson for the Board. Such testimony will be limited to positions officially adopted by the Board or general practices of the District.
5. 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 reflect any Board position, the Board Member must clarify that such testimony reflects their opinions and actions and not that of the Board.

6. If a Board Member chooses to initiate independent political advocacy on an issue that is not a District legislative priority, including but not limited to initiating communication with a member of the legislature (or a member of such legislator's staff) or testifying before a governmental or legislative committee or agency, the Board Member should clarify that such advocacy reflects their opinions and actions and does not reflect the opinions or actions of the District or of the Board.
7. Following the adoption of the District's legislative priorities and continuing during the Texas Legislative Session, the Board President, when necessary, may include an item on Board Meeting or Work Session agendas to update Board Members of the District's advocacy efforts.

Speaking Engagements

Approved: January 25, 2022

1. The Board President is the primary spokesperson for the Board, specifically regarding media relations and legislative testimony.
2. Board Members will inform the Board President of speaking engagement invitations prior to the event. The Board President, in collaboration with the invited Board speaker, shall discuss and decide the appropriate spokesperson for the selected engagement.
3. Board Members will keep the Board informed of upcoming speaking engagements by notifying the Board President and the Executive Assistant to the Board.
4. During Board of Trustee elections, speaking engagements must not violate electioneering rules nor create conflicts of interest with Board service. During the time between Filing and Board Election Day, Board Members seeking re-election will notify the Board President of speaking engagements and whether that engagement is in Board service or in an individual capacity as a candidate for Board.

Contact with Campuses

Approved: January 25, 2022

1. Board Members are encouraged to visit any campus or facility to learn more about the District as a whole. Board Members are also encouraged to attend campus events when invited.
2. As a courtesy, Board Members will inform the campus principal and Superintendent or designee twenty-four (24) hours prior to any campus visit.
3. Board Members must check in at the principal's office and must have their name badge or District identification visible.
4. When visiting a District campus or facility in their role as a Board Member, a name tag identifying the Board Member should be worn. If a Board Member's presence on a District campus or facility is incidental to their role on the Board of Trustees, (i.e., parent of a McKinney ISD student), it will not be necessary for a name tag to be worn.
5. All visits are to be escorted by a staff member designated by the principal.
6. Board Members may communicate with any staff member as long as scheduled learning periods or the learning process is not interrupted.

7. Board Members will not assume a supervisory role with staff or students.
8. Board Members will not assume a participatory role with staff or students, unless specifically requested by campus staff.
9. Board Members will not utilize campus visits or District resources for personal benefit, advantage, or gain (including as a parent at their student's campus) in violation of District policy or state and federal laws and regulations. When communicating with staff members, a Board Member that is a parent of a student in the District is expected to make it clear to staff that he/she is acting as a parent and not as a Board Member.
10. To avoid a potential conflict of interest, Board Members will not utilize campus visits to conduct investigations or inquiries regarding matters pending in the District. Board Members will refer a matter requiring review to the Superintendent and Board President immediately for appropriate action.
11. This operating procedure does not pertain to visits as a parent, volunteers, spectators at school events, or other events open to the general public.

District Vision and Strategic Plan

Approved: January 25, 2022

1. The District's strategic plan will form the basis of the District's annual goals and initiatives. The Board will review and update the strategic plan at least every five years.
2. The Superintendent or designee will be responsible for the creation of annual District initiatives designed to fulfill the District's strategic plan.
3. The District's strategic plan 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.
4. The Board may review the goals at any time. At the end of the five-year strategic plan, the Board will direct the Superintendent to develop a process to update the strategic plan for the next five years.
5. The previous year's goals will be annually reviewed and goals for the next school year will be developed in alignment with the strategic plan.
6. The Board will annually approve the District Improvement Plan, Campus Improvement Plans, and Plan of Work identifying progress in the goals and objectives of the District's strategic plan.

District Performance Objectives

Approved: January 25, 2022

The Board will approve the District Improvement Plan, Campus Improvement Plans, and Plan of Work identifying progress in the goals and objectives of the District's strategic plan.

Development and Adoption of Budget

Approved: January 25, 2022

1. The Superintendent or designee will draft a detailed budget process calendar to be submitted to the Board in November of each year.

2. At a minimum, the following must be included in the draft budget process calendar:
 - a. Any Items for Discussion and Action the Superintendent would like included prior to the budget adoption;
 - b. 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;
 - c. Timelines by which campuses, departments and other budget project teams will work;
 - d. Timing and methodology for community input on the proposed budget;
 - e. Timing for final Board review of the proposed budget prior to adoption; and
 - f. Timing for completion of legal requirements such as official notices and public hearings.
3. All materials or data, including draft budgets, will be provided to the Board at least four days prior to consideration of the materials.
4. 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 June of each year.

District Policies

Approved: January 25, 2022

1. The Superintendent or designee will be responsible for ongoing review of policies to ensure that existing policies are relevant to current local circumstances.
2. After adoption, the Superintendent or designee will be responsible for incorporating policy revisions and will ensure that all District staff has adequate knowledge of the Board policies.

Hiring of Superintendent

Approved: January 25, 2022

1. The Board may, but is not required to, use a professional executive search firm to conduct the Superintendent search process. If the Board chooses to proceed without an executive search firm, it will outline the process to be followed to conduct the Superintendent search process at the time of the search.
2. The Board may request the Board President appoint a subcommittee and a chair to facilitate the search firm selection process. The search firm selection process may include the following steps.
 - a. Finalize process and timelines;
 - b. Identify search firms;
 - c. Conduct research;
 - d. Create draft of search firm criteria/cover letter to the purchasing department;

- e. Review request for proposal prepared by the purchasing department;
 - f. Distribute Invited Solicitation to search firms;
 - g. Provide updates to the Board;
 - h. Continued candidate research;
 - i. Develop questions for search firm interview;
 - j. Respond to inquiries;
 - k. Establish date to receive proposals;
 - l. Conduct search committee meeting to open/review proposals;
 - m. Analyze search committee proposals;
 - n. Conduct finalist interviews with Search Committee of the Board; and
 - o. Make presentation of Finalists to the Board and the Board selects firm.
3. A set of criteria to identify the Superintendent candidates and select a lone candidate will be created by the Board. The Superintendent selection process used will become fully defined once the search firm selection is made. Parents, teachers, community members, administrators, students, business leaders, and Board Members will have an opportunity to provide input into the criteria development process. Board approval of the Superintendent search criteria will occur before the search begins.
 4. The Superintendent Selection Subcommittee will prepare an evaluation instrument that Board Members can use to evaluate each candidate.
 5. The Subcommittee will consolidate all the evaluation instrument results for all candidates and share the results to the Board.
 6. The Board will select a finalist and provide public notice of the name of the finalist being considered for Superintendent at least 21 days before the date of the meeting at which a final action or vote concerning the employment of the finalist will be taken.
 7. All information received or reviewed by Board Members in connection with the hiring of a new Superintendent shall be confidential and shall not be disclosed to any non-Board Member, other than employees of the executive search firm or McKinney ISD staff by the Board.

Hiring of Personnel other than the Superintendent

Approved: January 25, 2022

1. The Superintendent is the only employee of the Board.

2. Board Members may not advise the Superintendent on hiring decisions unless such input is sought. The Superintendent or designee is responsible for making all hiring recommendations to the Board.
3. Board Members are discouraged from writing letters of recommendation for any person seeking employment in McKinney ISD as it could become a conflict of interest. If a Board Member has written a recommendation letter for a candidate, they must abstain from voting on the candidate's hiring. Board Members will recuse themselves for hiring recommendations brought forward by the Superintendent that present or may be a perceived conflict of interest.
4. It is the expectation of the Board that staff will have an opportunity to provide input on the selection of principals, but that the Superintendent will have sole responsibility for recommending principal appointments.
5. The Board is not involved in the interviewing process of District employees with the exception of the Superintendent.
6. The Board may, by state law, only approve or reject candidates brought forward by the Superintendent. Board Members may not lobby for specific hiring decisions.
7. 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.

Evaluation of Superintendent

Approved: January 25, 2022

1. The Board will conduct a comprehensive evaluation of the Superintendent's performance at least annually which will include a contract evaluation.
2. The Board will provide the Superintendent with adequate notice of any evaluation and the Superintendent and Board President will confer to develop the format.
3. During Closed Session at a regular meeting or a special called meeting, the Board President will facilitate the review of the Superintendent's annual performance report, evaluating results against goals. The Superintendent may be invited to present the performance report. The Board will discuss the performance results as a team. The Board will, by consensus, agree on the final evaluation and decide how to present the evaluation, next year's personal goals, and any contractual modifications to the Superintendent contract. Each Board Member will review the Superintendent's annual report and contract prior to this meeting.
4. After the evaluation process, the Board will determine if any contractual additions, changes or deletions should occur. The Board President will work with the Board's legal representation to make any changes to the Superintendent's compensation and/or benefits. The Board President will provide a fully executed copy of the Superintendent's current contract to all Board Members and will submit a copy of the new contract to all Board Members for review prior to final approval.
5. The Board will define by consensus, during Closed Session, personal goals for the Superintendent for the next year. The Board may, at its discretion, revise the criteria at any time if a majority of the Board concurs.
6. The Board will regularly review the Superintendent's evaluation instrument to ensure that it continues to be appropriate.

Superintendent Performance Concerns

Approved: January 25, 2022

1. A Board Member who has a concern about the performance of the Superintendent will discuss such concern with the Board President who will determine the most appropriate manner to bring the concern to the Superintendent's and the Board's attention.
2. Concerns about the Superintendent's performance may include the following:
 - a. A breach of any term of the Superintendent's contract;
 - b. Violation of a state or federal statute;
 - c. Violation of a Board policy or operating procedure;
 - d. Failure within a reasonable amount of time to address a specific issue identified by a majority of the Board;
 - e. Loss of confidence of the Board in the Superintendent's performance; and
 - f. Violation of Board policy, Employee Standards of Conduct and/or the Educators' Code of Ethics;
3. The following process may be used, depending on the circumstances surrounding the concern presented:
 - a. The concerned Board Member will meet privately with the Superintendent to discuss their concerns to resolve the issue; and
 - b. If the concerned Board Member in addition to one other Board Member does not feel that the resolution is satisfactory, then the two Board Members may request, through the Board President, that an item be placed on a regularly scheduled agenda as a Closed Session item. The concerned Board Member must inform the Board President of the specific nature of any concern. In addition, the Board President may, of their own accord, place an item on a regularly scheduled agenda as a Closed Session to discuss concerns about the performance of the Superintendent.
4. If a Closed Session is called, the Board must listen to the concern and make a determination if the issue raised is cause for concern. Failure to make such a determination will end the Closed Session.
5. If the majority of the Board determines that there is a violation and the conduct is remediable, the following process may be followed as appropriate under the circumstances presented. If the conduct is not remediable, the Board will proceed as outlined in the Superintendent's contract:
 - a. The exact nature of the deficiency will be documented and discussed with the Superintendent;
 - b. A plan for remediation will be written, to include actions to be taken and timelines;
 - c. The Board President will monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation; and
 - d. It will be the responsibility of the Board President to ensure that all documentation relating to performance deficiencies will be appropriately placed in the Superintendent's personnel file.

Concerns about Employees Other than the Superintendent

Approved: January 25, 2022

1. When a Board Member becomes concerned about the performance of District employees, they must bring their concerns directly to the Superintendent and inform the Board President. Such concerns must be limited to the following:
 - a. Actions which are illegal;
 - b. Egregious violations of Board policy; and
 - c. Actions which are harmful to the District's or the Board's reputation.
2. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
3. The Superintendent is obligated to listen to such concerns, review the matter, delegate the concerns to an appropriate administrator, and notify the Board Member and Board President of the resolution of the matter to the extent providing information does not create a conflict of interest, does not violate the Texas Public Information Act, and allowable by policy and law.

Travel Reimbursement

Approved: January 25, 2022

1. All travel paid by the District must be approved by the Executive Assistant to the Superintendent and have a direct benefit to the Board Member's ability to effectively perform the Board Member's duties and/or responsibilities. The District will not pay for membership in special group organizations with the exception of the National School Board Association (NSBA); the Texas Association of School Boards (TASB); and expenses related to advocacy priorities preapproved by the Board President.
2. The Board's budget will include travel for all Board Members to attend the annual TASA/TASB conference and one other conference of each Board Member's choice.
3. For a conference or training opportunity to be eligible for reimbursement, it must meet the criteria for Board continuing education hours and be located within the 48 contiguous United States.
4. A Board Member must submit a completed Report of Expenses form with receipts to the Superintendent or designee for reimbursement. Reimbursement will be approved by the Board President. If funds permit, reimbursement for other travel or training opportunities by Board Members may be allowed if preapproved by the Board President.
5. Frugality will be practiced when making travel arrangements. Each Board Member is responsible for notifying the Executive Assistant to the Superintendent and Board of Trustees of their preferences for time of travel, seating, lodging accommodations, and choice of rental car type.

Traditions of the Board

Approved: January 25, 2022

1. Board Members who served during the current school year and are not returning are invited to participate in graduation ceremonies. It will be their responsibility to let the Superintendent and current Board President know that they would like to participate.
2. Former Board Members may sit on the stage at graduation ceremonies and hand a diploma to a family relative. It will be the responsibility of the former Board Member to let the Superintendent and current Board President know that they would like to participate.

Board Member Vacancy

Approved: January 25, 2022

1. A Board Member may resign from the Board by notifying the Board President in writing, signed by the resigning Board Member, and delivered to the Board President.
2. A vacancy that occurs on the Board through death, resignation, or other means of removal may be filled by appointment of the remaining Board Members until the next Board Member election.
3. At the time of the appointment, the appointee must be a registered voter, a resident of the State of Texas for twelve (12) months and a resident within the boundaries of the vacant McKinney ISD Place being filled for six (6) months.