



## Board of Trustees

# STANDARD OPERATING PROCEDURES

### DISD MISSION STATEMENT

The mission of the Dickinson Independent School District is to ensure that all students have successful learning opportunities that help them reach their full potential and add quality throughout their lives.

Adopted 1996

Revised April 2001, September 2003, October 2004, August 2012, September 2013,  
June 2016, March 2020, January 2021

## I. DEVELOPING BOARD MEETING AGENDA

- A. Who can place items on agenda.
1. Agendas are created by the administration and presented to the Board.
  2. Any trustee, with the concurrence of the Board president or one other member, may request that a subject be included on the agenda for a meeting. That request shall be forwarded to the Superintendent or Board President.
  3. The Superintendent shall include on the agenda, all trustee-requested items that have been timely submitted.
- B. When is the agenda finalized.
1. No item can be placed on the agenda less than seven calendar days in advance of the meeting, unless delay in acting or discussing an added agenda item could seriously effect the operations of the District.
  2. No item can be placed on the agenda less than 72 hours in advance of the meeting, unless an emergency or urgent public necessity exists.
  3. Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.
- C. When are Board members notified of a Board meeting.
1. Board members shall be notified of a meeting:
    - at least 72 hours prior to a regular or special meeting.
    - at least 2 hours prior to an emergency meeting.
  2. Board members will be advised through the administrative reports as the agenda summary and complex agenda items are being developed.
- D. Items for Executive Session
1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meeting Law.
  2. Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the open agenda.
- E. Use of Consent Agenda
- Routine items
  - Annual renewals of Region IV and TEA items (grant applications, etc.)
  - Budget amendments
  - Over \$500 tax refunds (under \$500 are approved administratively by board authority)
  - Gifts, donations and bequests
  - Financial information
  - Minutes of regular and special Board meetings
  - Minutes of joint meetings with City or other government units
  - Updates of Board policy
  - Routine personnel items
  - Routine bid recommendations (anything already budgeted and less than \$25,000 for a single item purchase)
  - As recommended by the Superintendent
- F. Consolidated action items.
1. The Superintendent may consolidate items on the agenda summary for possible group action, or any Board member may suggest group action on items to expedite the Board meeting.
  2. A request by any trustee shall remove any item from the suggested consolidated action list.

## II. CONDUCTING BOARD MEETINGS

Anytime four or more Board members are gathered to discuss school business, it is considered a meeting.

- A. Persons addressing the Board.
1. Any employee or resident of the school district may address the Board at the first Board Action meeting (on an original or rescheduled date) at a time identified by the Board President.
  2. If the patron's request to address the Board specifically identifies an agenda item, the Board President shall ensure that the patron's comments are heard prior to action on the specific agenda item.
  3. A patron must sign up on the form provided for that purpose prior to the beginning of the meeting. The topic described on the form shall be complete and in sufficient detail as to determine appropriateness of topic.

- prior to addressing the Board.
4. Patron comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints/comments about employees or officials of the district.
  5. Each patron will be limited to three minutes, with the total time allocation for audience participation limited to thirty minutes (unless the time is increased or decreased by majority vote of the Board).
  6. If three (3) or more persons sign up to address the Board on a single item, a spokesperson will be selected to speak for the group. In any event, no more than nine minutes shall be allotted for a single topic.
- B. Board response to patrons addressing the Board
1. Board members will listen attentively to comments.
  2. Board President may ask Superintendent to clarify an item.
  3. Board members will not respond or enter into discussion with the audience during the meeting as:
    - Items on the agenda will be discussed as appropriate and scheduled on the agenda.
    - Items not on the agenda do not permit Board members to respond or discuss.
- C. Non-allowable comments (Board/audience)
1. The Board will not entertain comments on individual personnel or officials in public session (employees or Board members).
  2. The Board will not entertain comments on individual students in public session.
- D. Hearings
1. During public hearings the Board is assembled only to gather input.
  2. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
  3. At the conclusion of the hearing or at a subsequent meeting the Board will determine the results of the hearing.
  4. Rules for the hearing will be strictly adhered to:
    - a. Board will limit response to 5 minutes per testifier (or as assigned/modified by Board President, as allowed by Board Policy)
    - b. Testimony is to be presented orally or in writing, as detailed in Board policy.
    - c. Board will not allow duplicate testimony.
    - d. Board will not allow derogatory comments.
    - e. Board members will not ask questions since they are acting as a tribunal.
  5. Hearing held in executive session follows essentially the same procedures, but public audience is prohibited.
- E. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order or as spelled out in Board policy.
1. All discussion shall relate to the business currently under deliberation.
  2. The Board President shall halt inappropriate discussion.
  3. The Board President shall:
    - Recognize members prior to them giving their comments.
    - Be responsible for asking clarifying questions during hearings.
- F. Town Meetings/Open Forums
1. Procedures for town meetings/open forums shall be determined on a case-by case basis.
  2. The Board President, Superintendent or designee shall lead discussions.
- G. Discussion of motions
1. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
  2. The President may make motions, second motions and enter into debate.
- H. Recognitions
1. Student and staff recognition items are to be an integral part of each meeting, when such recognition is deemed appropriate by the Superintendent.
  2. Honorees are to be introduced by the staff member submitting the recognition agenda item. Board members will present recognition awards, accompanied by appropriate administrators.

### III. VOTING

- A. The Board President will vote on all action items.
- B. Except in a conflict of interest as defined by law, Board members shall vote.

### IV. EMPLOYEE OR CITIZEN COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. When a person complains to a Board member regarding a school personnel or administrative issue:
  - 1. Remind the employee or citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
- B. Refer employee or citizen to appropriate person/chain of command. MUST GO THROUGH COMMAND CHAIN.
- C. Board member should advise Superintendent of substantial or significant complaint within 72 hours.

### V. BOARD MEMBER VISIT TO SCHOOL CAMPUS

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

### VI. COMMUNICATIONS

- A. The Board President will meet with the Superintendent on a routine basis to discuss issues of the District.
- B. Requests for information to the Superintendent from a Board member will be communicated to all Board members.
- C. The Board will communicate through public hearings, Board meetings and publications.
- D. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board.

### VII. EVALUATION OF THE SUPERINTENDENT

- A. The summative evaluation will be conducted in the January to March time frame.
- B. The Board President obtains input from all other members on the approved indicators.
- C. Evaluation is conducted by consensus in executive session.

### VIII. EVALUATION OF THE BOARD

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

### IX. PROCESS FOR SELECTING BOARD OFFICERS

- A. By majority vote of Board members present, officers are nominated and elected annually at the first meeting

following the May election after newly elected members are sworn in.

- B. To be eligible for election to the office of President or Vice President, the Board member must have served at least one year in their current term.
- C. To be considered for election, Board members may self-nominate for the position(s) in which they are interested in serving prior to beginning the meeting at which the officer election is conducted.
- D. Board members are allowed a maximum of two minutes to make a statement prior to the vote.

X. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS Set down by State statute

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. President:
  - 1. Shall preside at all Board meetings.
  - 2. Appoint committees
  - 3. Shall call special meetings
  - 4. Sign all legal documents required by law
- D. Vice President:
  - 1. Shall act in capacity of President in absence of President.
- E. Secretary:
  - 1. Insure that accurate records are kept.
  - 2. Acting in absence of President and Vice President, the Secretary shall serve as President Pro-Tem.
  - 3. Countersign all warrants.

XI. ROLE OF BOARD IN EXECUTIVE SESSION

- A. Board can only discuss those items listed on the executive agenda and as limited by law, Government Code Chapter 551.
- B. Board must vote in public session.
- C. Information discussed during the executive session must remain confidential.

XII. MEDIA INQUIRIES TO THE BOARD

- A. The Board President or his/her designee shall be the official spokesperson for the Board to the media/press on issues of media attention.
  - 1. All Board members who receive calls from the media should direct them to the Board's spokesperson and notify the Board President and Superintendent of the call.
- B. Any Board member may respond to general inquiries.

XIII. ANONYMOUS PHONE CALLS/LETTERS/CONTACTS

- A. The DISD Board of Trustees encourages input; however, anonymous input will not receive the Board's attention, discussion or response.

XIV. REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed and updated as needed.

XV. BOARD SPOUSES

- A. Because of the unique relationships, Board members spouses are generally covered by the same operating procedures as the Board members.

# QUICK REFERENCE DIRECTORY

## BOARD OF TRUSTEES

Corey Magliolo, President	T5CMagliolo@dickinsonisd.org	711 Bayou Crest Dr.	Dickinson	District 5
Jessica Rodriguez, Vice President	T6JRodriguez@dickinsonisd.org	301 Colony Creek Dr.	Dickinson	District 6
Veanna Veasey, Secretary	T2VVeasey@dickinsonisd.org	4023 Easy Street	Dickinson	District 2
Mike Mackey	T1MMackey@dickinsonisd.org	5601 Lanis Dr.	Dickinson	District 1
Jeff Pittman	T4JPittman@dickinsonisd.org	211 16th Street	San Leon	District 4
Fritzie Samford	T3FSamford@dickinsonisd.org	4115 Schwartz	Bacliff	District 3
Mary Anthamatten	T7MAnthamatten@dickinsonisd.org	5019 Longshadow Dr.	Dickinson	District 7

## EDUCATION SUPPORT CENTER

Carla Voelkel, Superintendent of Schools	281-229-6022
Ryan Boone, Deputy Superintendent for Business & Operations	281-229-7270
Dr. Jeff Pack, Deputy Superintendent for Educational Services	281-229-6067
Robert Cobb, Assistant Superintendent for Administration	281-229-6024
Kimberly Rich, Executive Director of Human Resources	281-229-6079
Jim Rubach, Executive Director of Facility Planning & Construction	281-229-7272

Patricia Andersen, Director of Human Resources	281-229-6076
Kathy Behrendsen, Director of State & Federal Programs	281-229-6066
Dr. Leone Clark, Director of Advanced Academic Programs	281-229-6034
Tammy Dowdy, Director of Communications	281-229-6080
Dr. Melissa Everett, Director of CTE & Career Readiness	281-229-6424
Lisa Herrera, Director of Bilingual/ESL/RtI/At-Risk	281-229-6035
Leslie Hudson, Executive Director of Payroll	281-229-6051
Kelly Logsdon, Executive Director of Business Operations	281-229-6048
Dr. Debby Noffsinger, Director of Assessment, Accountability & Compliance	281-229-6039
Chad Nuetzmann, Director of Teacher Development & Professional Learning	281-229-6072
Laurie Rodriguez, Exec. Director of Special Programs	281-229-6084
Jenna Simsen, Director of Marketing & Digital Media	281-229-6085
Paul Trahan, Director of Fine Arts	281-229-6163

Business Office Fax	281-229-6011
Educational Services Fax	281-229-6021
Human Resources Fax	281-229-6017
Special Programs Fax	281-229-6099
Superintendent Office Fax	281-229-6023

## DIRECTORS AT OTHER FACILITIES

Jimmy Anderson, Director of Maintenance	281-229-7261
Brian Cmaidalka, Director of Transportation	281-229-7311
Wendy Haywood, Director of Custodial Services	281-229-7256
Laura Peck, Director of Food & Nutrition Services	281-229-6060
Jeff Pulkinen, Director of Energy Management	281-229-6044
John Snelson, Athletic Director	281-229-6578
Dr. Melissa Williams-Scott, Executive Director of Information Systems	281-229-6026

## CAMPUSES

Bay Colony Elementary	281-229-6200
Calder Road Elementary	281-229-7500
Hughes Road Elementary	281-229-6700
K.E. Little Elementary	281-229-7000
Lobit Elementary	281-229-7600
San Leon Elementary	281-229-7400
Silbernagel Elementary	281-229-6800
Barber Middle School	281-229-6900
Dunbar Middle School	281-229-6600
Lobit Middle School	281-229-7700
Eugene Kranz Junior High	281-309-3600
McAdams Junior High	281-229-7100
Dickinson High School	281-229-6400
DCC/ACCEL & DALC	281-229-6300

## TELEPHONE

## PRINCIPAL

Amy Smith
Sophia Acevedo
Kelly Colburn
Brooke Newell
Stephanie Williams
Sherri Blackburn
Leslie Burke
Lindsey Suarez
Temeka Brown
Terri Bruce
Kimberly Kelley
Jessica Rose
Dr. Billye Smith
David McConnell