
NEW BOSTON INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES STANDARD OPERATING PROCEDURES

1. DEVELOPING BOARD MEETING AGENDA

A. Who can place items on agenda:

1. Any Trustee may request that a subject be included on the agenda for a meeting.
2. A Trustee's request that a subject be included on the agenda should be submitted to the Superintendent. The Superintendent shall include in the preliminary agenda all Trustee requested topics that have been timely submitted. In consultation with the Board President, the Superintendent shall prepare the official agenda for all Board meetings.
3. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
4. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
5. In accordance with BE (LOCAL), the deadline for submitting items for inclusion on the agenda is noon of the seventh calendar day before regular meetings and noon of the seventh calendar day before special meetings (except in an emergency as per Texas Government Code, Chapter 551).

B. Limitations of agenda items:

1. The agenda does not have to indicate which topics will be discussed in open session and which topics will be discussed in closed session. (*Rogers v. State Bd. Of Optometry*, 619 S.W.2d 603 (Tex. App. – Eastland 1981, no writ). The official agenda must list all topics to be discussed and include a statement on the agenda that any closed meeting will be held in accordance with the Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f).
2. The Board may conduct a closed meeting when the agenda subject is one that is protected by an exception to the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq. and should properly be discussed in closed session. The following agenda items are protected exceptions to the Texas Open Meeting Act:
 - 551.071 Private consultation with the board's attorney;
 - 551.072 Discussing purchase, exchange, lease or value of real property;
 - 551.073 Discussing negotiations for prospective gifts or donations;
 - 551.074 Discussing personnel or to hear complaints against personnel;

- 551.076 Considering the implementation of security personnel or equipment;
 - 551.082 Considering issues involving discipline of a public school child or employee to employee complaints;
 - 551.083 Consultation with an employee group;
 - 551.087 Considering issues involving economic development negotiations.
 - 551.088 Discussing individual assessment instruments or items
 - 418.183 Homeland Security – Discussing information regarding emergency response providers, risk or vulnerability assessment, construction or assembly of weapons and other security information.
3. It is the president's responsibility to identify those agenda items or subjects that are protected by an exception to the Texas Open Meetings Act and to make sure the proper public notice is given before any closed meeting is convened.
 4. Prior to recessing the public meeting and convening the closed meeting, the president will publicly identify the section or sections of the Texas Open Meetings Act that authorize the closed meeting.
 5. All final votes, actions or decisions will be taken when the open or public meeting is reconvened.
- C. Use of Consent Agenda:
1. When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda.
 2. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Trustee requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

2. BOARD MEETINGS

A. What is a Meeting?

1. A meeting is a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. A meeting also means a gathering:
 - That is conducted by the Board or for which the Board is responsible;
 - At which a quorum of members of the Board is present;
 - That has been called by the Board; and
 - At which Board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of

the District, about the public business or public policy over which the Board has supervision or control.

2. "Deliberation" means a verbal exchange during a meeting among a quorum of the Board, or between a quorum of the Board and another person, concerning any issue within the jurisdiction of the Board or any public business. Tex. Gov't Code 551.001(2). One-way communications can be deliberations. One court has defined deliberation to include a one-way communication spoken by one member of a governmental body and heard by the rest of a quorum. (Bexar Medina Atascosa Water Dist. v. Bexar Medina Atascosa Landowners' Ass'n., 2 S.W.3d 459 (Tex.App.-San Antonio 1999, pet. Denied). This occurs even if none of the other Board members respond. The Texas Attorney General has indicated that the Texas Open Meetings Act can be violated even when a quorum of Board members is not gathered in a single location. Op. Tex. Att'y Gen. No. JC-307 (2000). Consequently, written communications between Board members outside of a public meeting, including email and text exchanges among a quorum should be carefully avoided.
3. "Quorum" means a majority of the Board (e.g., four members of a seven-member board or five members of a nine-member board, regardless of the number of vacancies) constitutes a quorum for meetings of the Board. Tex. Gov't Code 551.001(6), 311.013(b).
4. The term "meeting" does not include:
 - **Purely social functions.** A gathering of a quorum of a governmental body at a social function unrelated to the public business conducted by the governmental body, if no formal action is taken and any discussion of public business is incidental to the social function is not a meeting. Tex. Gov't Code § 551.001 (4)(B).
 - **Regional training sessions.** The gathering of a quorum of a governmental body at regional, state, or national workshops or conventions, if no formal action is taken and any discussion of public business is incidental to the workshop or convention is not a meeting. Tex. Gov't Code § 551.001(4)(B).
 - **Ceremonial events and press conferences.** The gathering of a quorum of a governmental body at a ceremonial event or press conference, if no formal action is taken and any discussion of public business is incidental to the ceremonial event or press conference is not a meeting. Tex. Gov't Code § 551.001(4)(B).
5. A gathering of less than a quorum of board members may be considered a meeting and subject to the notice requirements of the Texas Open Meetings Act if the function of the group or committee is to make final decisions for the board or is to supervise or control public business on behalf of the board. Examples of such a committee would be establishing a committee to select an architect, or to sell bonds, or to review complaints without the involvement of the full board. A gathering of board members to act in a purely advisory manner to the board is not considered a meeting subject to the Texas Open Meetings Act. However, the board cannot simply approve the actions of the

committee. There has to be a full presentation to the board and action taken by the full board for the committee meeting not to be considered a "meeting" for notice purposes.

6. "Walking Quorums" can occur and can be considered a meeting when less than a quorum of Board members deliberately hold serial meetings outside of a public meeting and then at a subsequent public meeting ratify the decisions made in private. This is a violation of the Open Meetings Act. This can occur without a quorum of members physically gathered in one location and can be a board member telephoning, texting or emailing other board members individually or in a group to ascertain information on a certain issue prior to a board meeting.

B. When and where are meetings held?

1. The Board must hold each public meeting within the boundaries of the District, unless otherwise allowed by law.
2. Board meetings shall be held at the New Boston ISD Administration Building, unless otherwise provided in the notice for a meeting,
3. Regular meetings of the Board shall be held on the third Monday of each month at 6:30 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

C. What Notice is required?

1. Members of the Board and the public shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
2. The public is entitled to advance written notice of all meetings of the board, whether open or closed and regardless of whether final action will be taken.
3. The notice must include the date, hour, place and subject matter of the meeting. Tex. Gov't Code § 551.041.
4. Notice must be readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting. Not every notice has to be accessible to the public 24 hours a day, but at least one notice must be accessible 24 hours a day for the 72 hours preceding the meeting.
5. Notice of each meeting must be posted on a bulletin board at a place convenient to the public in the central administration office of the district. Tex. Gov't Code § 551.051. In addition, Notice of each meeting must be posted on the District's Web site. Tex. Gov't Code § 551.056.
6. The public is entitled to notice of the subject matter of a meeting. Agendas for all meetings shall be sufficiently specific to inform the public of the subjects to be deliberated at the meeting, setting out any special or unusual matters to be considered or any matter in which the public has a particular interest. Deliberations or actions pertaining to the Superintendent and principals are of particular public interest, and

notice of those subjects must be worded with such clarity that the public will understand what the Board proposes to discuss or accomplish.

7. The Board cannot discuss items not listed on the posted notice. If a member of the public or a member of the board inquires about a topic not on the agenda, the only lawful response is: (a) to respond with specific factual information or a recitation of existing policy, or (b) to decide to place the subject on the agenda for a subsequent meeting. Tex. Gov't Code § 551.042.

D. What Type of Record is Required?

1. The Board must either keep minutes or tape record its open meetings. Tex. Gov't Code § 551.021(a).
2. The minutes or recording, as applicable, of a regular or special meeting of the Board must reflect each member's attendance at or absence from the meeting. Education Code 11.0621.
3. The minutes must state the subject matter of each deliberation and indicate each vote, order, decision or other action taken. Tex. Gov't Code § 551.021(b). All Board action shall be carefully recorded by the Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
4. The minutes of an open meeting are public record and must be made available for public inspection and copying on request. Tex. Gov't Code § 551.022. The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.
5. All or any part of an open meeting may be recorded by any person in attendance by means of a tape recorder, video camera, or any other means of aural or visual reproduction. The Board may adopt reasonable rules to maintain order at a meeting, including rules related to the location of recording equipment and the manner in which the recording is conducted. These rules shall not prevent or unreasonably impair a person from exercising the right to record a meeting that is open to the public. Tex. Gov't Code 551.023.

E. What is the Difference Between an Open Meeting and a Public Hearing?

1. "Open Meeting" means that the meeting is open to the public to attend and listen to the business being conducted by the Board. Public participation is limited to the "Open Forum" portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
2. "Public Hearing" is a form of board meeting in which the public is invited to address the board on a specific topic. Laws on specific subjects such as proposed budgets, tax rates, and single-member-district elections require that a public hearing be held to allow

citizens an opportunity to comment on the proposed government actions. Tex. Educ. Code § 11.052 and § 44.004. Notice of public hearings must be posted the same as for any other board meeting.

F. How is a Regular Board Meeting Conducted?

1. The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the Board is present and voting. A majority vote is generally determined from a majority of those present and voting, excluding abstentions, assuming a quorum is present. Education Code 11.051(a-1); Atty. Gen. Op. GA-689 (2009). The Board President may vote on all action items. In case of a tie vote, the item is postponed and returned on the next agenda as an action item.
2. The Board shall provide the Superintendent an opportunity to present a report during the meeting and provide an oral or written recommendation to the Board on any item that is voted on by the Board at the meeting. Education Code 11.051(a-1).
3. Audience participation at a board meeting is limited to the "Open Forum" portion of the meeting designated for that purpose. At all other times during a board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
4. An agenda item shall designate the "Open Forum" portion of the meeting. At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board. The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints:	DGBA
Student or parent complaints:	FNG
Public complaints:	GF
5. The Board will not answer questions or engage in two-way dialogue during the Open Forum portion of the meeting. Instead, the President or presiding officer will provide specific factual information or state the existing policy in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda and posted with notice of the meeting. The President or presiding officer can direct administration to investigate item(s), if needed, and report back to the Board at a designated meeting.

6. There are limitations as to what can be addressed during Open Forum. The Board will not entertain comments on individual personnel or individual students in open forum. In addition, the Board will not allow any obscene, profane, or defamatory comments.
7. The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.
8. All Board business shall follow the posted agenda. The subjects to be discussed or considered or upon which any formal action may be taken are listed on the posted agenda. Items do not have to be taken up in the same order as shown on the agenda. All items identified within the consent agenda will be acted on at one time, unless a motion is made to remove an item from the consent agenda. It is the responsibility of the Board President or presiding officer to keep the discussions of the Board on the item or motion at hand and shall halt discussion that does not apply to the business before the Board.
9. The Board shall observe the parliamentary procedures in Robert's Rules of Order.

G. How is a Public Hearing Conducted?

1. A Public Hearing is a board meeting convened in the same manner and under the same notice requirements as a regular business meeting. However, during a Public Hearing, the Board is assembled to hear public comments on a specific topic.
2. The Board President or presiding officer designates the time limits for patrons and Board members to comment on the subject matter. The Board President or presiding officer will recognize a board member or patron prior to that person being given the floor to comment on the subject matter.
3. All parties participating in the public hearing shall observe the parliamentary procedures in Robert's Rules of Order.

3. PUBLIC/PARENT/STUDENT or EMPLOYEE COMPLAINT TO INDIVIDUAL BOARD MEMBER

A. The Board member should:

1. Listen to the individual's problem for a full understanding of the persons involved and the date, time and place of the action initiating the contact with the Board member.
2. Repeat the problem or concern back to the individual verbatim.
3. The Board member should then direct the individual to the Superintendent or another appropriate administrator, who shall proceed to handle the situation according to the applicable complaint policy.
4. Remind the individual that the Board's role in resolving complaints is limited to those instances when use of the complaint/grievance process has failed to achieve a satisfactory remedy, and Board members strive to remain impartial in case the situation goes before the Board.

5. The Board member should notify the Superintendent that a complaint has been brought to the Board member's attention.

B. Advise the individual that all complaints **MUST GO THROUGH THE CHAIN OF COMMAND.**

1. Public Complaint – The individual should be referred to Board Policy: GF
2. Student/Parent Complaint – The individual should be referred to Board Policy: FNG
3. Employee Complaint – The individual should be referred to Board Policy: DGBA

C. When the concern or complaint 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. (Local BBE).

4. COMMUNICATIONS

- A. Outside of board meetings, Board members may communicate or exchange information about public business or public policy over which the Board has supervision or control as long as such communications do not violate the provisions of the Texas Open Meetings Act. (See No. 2 above about what constitutes a meeting).
- B. Communications between Board members should not be used to lobby for votes, to conduct "straw polls" with a majority of Board members, or to otherwise circumvent the Texas Open Meetings Act.
- C. The Superintendent will attempt to communicate with all Board members on a weekly basis.
- D. The Superintendent will meet with Board President on a routine weekly basis to discuss issues of the District.
- E. The Superintendent will communicate information in a timely fashion to all Board members.
- F. Board members will keep the Superintendent informed of any information or concerns received that affects the District.
- G. Individual Board members cannot speak in an official capacity outside of a Board meeting unless authorized or delegated to do so by action of the Board.
- H. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
- I. Individual Board members shall channel legal inquiries through the Superintendent, Board President, or Board's designee, as appropriate, when seeking advice or information from the District's legal counsel. BDD (LOCAL)
- J. Agenda packets will be posted or delivered no later than 72 hours prior to the regular or special Board meeting and at least two hours prior to the time of an emergency meeting.

5. VISION STATEMENT AND GOALS

The Board shall adopt a vision statement and comprehensive goals for the District and the Superintendent. Education Code 11.1511(b)(2); (See AE Exhibit)

6. EVALUATION OF SUPERINTENDENT

- A. The evaluation process must include the following provisions:
1. Procedures for setting goals that define expectations and priorities for the superintendent;
 2. At least one *Formative Conference*, which is a kind of interim meeting at which the board and superintendent check progress in meeting expectations and discuss ideas for enhancing performance.
 3. A *Summative Conference*, which is what we normally think of as an evaluation conference, where a written instrument is filled out, summing up the superintendent's performance for the year, and the assessment of his or her performance is discussed.
- B. A Good Evaluation Instrument Provides for an assessment of superintendent performance on both a set of "Priority Goals" and assessment of performance on the broad spectrum of "Ongoing Responsibilities" also known as Performance Domains.
1. *Priority Goals* are those goals set or updated on an annual basis as the superintendent's specific performance goals for the next evaluation cycle.
 2. *Ongoing Responsibilities or Performance Domains* are such areas as: Instructional Management, Organization Morale, Organization Improvement, Personnel Management, Management of Administrative, Fiscal and Facilities Functions, Student Management, Community Relations, Professional Growth and Development, Academic Excellence Indicators, School Board Relations, and Student Performance
- C. The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description and performance goals and shall be adopted by the Board.
- D. The Superintendent's Evaluation is conducted in executive session by consensus.
- E. The document evaluating the performance of the Superintendent is confidential.
- Education Code 21.355

7. EVALUATION OF THE BOARD

- A. The Self-Evaluation of the Board is conducted annually.
- B. It is conducted in executive session by consensus.

8. ELIGIBILITY AND QUALIFICATIONS OF BOARD MEMBERS

- A. To be eligible to be a candidate for, or elected or appointed to, the office of Board Member, a person must:
1. Be a United States citizen;
 2. Be 18 years of age or older;
 3. Not be adjudicated partially or totally mentally incapacitated;
 4. Not be finally convicted of a felony.
 5. Be a resident of Texas for 12 months and a resident of the District for six months.
 6. Be a "Qualified Voter" as defined in Education Code 11.061(b).
- B. "*Residence*" shall mean domicile, one's home and fixed place of habitation to which one intends to return after any temporary absence; one does not lose one's residence status by

leaving to go to another place for temporary purposes only. A person does not acquire a residence in a place to which the person has come for temporary purposes only and without the intention of making that place the person's home. Residence shall be determined in accordance with the common-law rules, as enunciated by the courts of this state, except as otherwise provided by the Election Code. Election Code 1.015.

- C. After each election or appointment, the elected or appointed Board member shall file the official oath with the Board President. Education Code 11.061(a).
- D. The Board consists of seven members serving terms of three years. Education Code 11.051(b).
- E. Board policy states the schedule on which specific terms expire.
- F. Election of Board members of the District occurs on the May uniform election date.

9. ROLE AND AUTHORITY OF BOARD MEMBERS

- A. The Board members as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the District. *Education Code 11.151., BAA (Legal)*
- B. The Board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551 (Texas Open Meeting Act), at which a quorum of the Board is present and voting.
- C. No Board member has authority outside the Board meeting to act individually or on behalf of the Board, unless the action has been authorized by the Board. *Education Code 11.051(a-1).*
- D. When acting in the member's official capacity, a Board member has an inherent right of access to information, documents, and records maintained by the District. BBE Legal and Local
- E. An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided. BBE (Local).
- F. No Board member can direct employees in regard to performance of their duties.
- G. A Board member is not personally liable for any act that is incident to or within the scope of the duties of the Board member's position and that involves the exercise of judgment or discretion. *Education Code 22.0511(a).*
- H. Board members serve without compensation. Education Code 11.061(d).
- I. Reimbursement of travel:
 - 1. Reimbursement of expenses for Board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. Education Code 45.105(c); Atty. Gen. Op. H-133 (1973).
 - 2. The Board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany Board members to Board related activities. Atty. Gen. Op. MW-93 (1979).

- J. Each Board member must complete any training required by the SBOE. The training requirement consists of orientation, team building, and annual continuing education. To the extent possible, the entire Board shall participate in training programs together. Education Code 11.159.
- K. No training shall take place during a Board meeting unless that meeting is called for the delivery of Board training. Training may take place before or after a legally called Board meeting in accordance with the Open Meetings Act.
- L. Annually, at the last regular meeting of the Board held during a calendar year, the President shall announce, and the minutes must reflect, the name of each Board member who has completed the required training, who has exceeded the required hours of training, and who is deficient in the required training as of the date of the meeting. The President shall cause the minutes to reflect the information and shall make this information available to the local media. *Education Code 11.159; BBD Legal.*
- M. Board members are invited to attend public events at campuses throughout the District, and to attend in the same manner as other parents in matters involving their own children or grandchildren.
- N. Board members agree:
 - 1. That they will read the Board agenda packet of materials before each Board meeting.
 - 2. That they will observe the ethical requirements of a Public Official and Board member both during and outside of Board meetings. (See Board Member Ethics – BBF Local).
 - 3. That they will at all times observe the rules and requirements as outlined in the following Board Policies:
 - a) BBFA – Conflict of Interest;
 - b) BBFB – Restricts on Public Servants – Prohibited Activities.
 - c) BE – Board Meetings;
 - d) BED – Board Meetings Public Participation;
 - e) BDAA – Duties and Requirements of Board Officers.

10. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

- A. No Board member can hold office without one year minimum Board experience.
- B. Selection of Officers is held following the May election and qualification of Board members and in accordance with BDAA (LEGAL). The Board shall elect a President, a Vice President and a Secretary by majority vote of the members present and voting.
 - 1. The President shall be a member of the Board;
 - 2. The Vice President shall be a member of the Board; and
 - 3. The Secretary shall be a member of the Board; however, the Board may assign a District employee to provide clerical assistance to the Board. (BDAA LOCAL).
- C. The Board may elect or establish such other officers and committees as the Board may deem necessary. Education Code 11.061(c).

11. ROLE AND AUTHORITY OF BOARD OFFICERS

- A. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
- B. The President is required by law to:
 - 1. Call a meeting of the Board to discuss and adopt the budget and the proposed tax rate. Education Code 44.004;
 - 2. Ensure that the annual financial statements are published as required by law. Local Gov't Code 140.006;
 - 3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belong to the District, approved by resolution of the Board. Education Code 11.153;
 - 4. Execute the deed for sale of property, other than minerals, held in trust for free school purposes. Education Code 11.154(b).
- C. In addition to the duties required by law, the President of the Board shall;
 - 1. Preside at all Board meetings unless unable to attend;
 - 2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board; and
 - 3. Call special meetings and appoint committees as necessary.
- D. The Vice President of the Board shall:
 - 1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President; and
 - 2. Automatically become President of the Board if a vacancy in that office occurs.
- E. The Secretary of the Board shall:
 - 1. Ensure that an accurate record is kept of the proceedings of each Board meeting;
 - 2. Ensure that notice of Board meetings are posted and sent as required by law;
 - 3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer; and
 - 4. Sign or countersign documents as directed by action of the Board.

12. ROLE OF BOARD IN EXECUTIVE SESSION

- A. The Board may conduct a closed meeting for the following purposes:
 - 1. Attorney Consultation;
 - 2. Real Property issues;
 - 3. Prospective Gifts;
 - 4. Personnel Matters;
 - 5. Employee Complaints;
 - 6. Student Discipline;
 - 7. Personally Identifiable Student Information;
 - 8. Medical or Psychiatric Records;
 - 9. Security issues;
 - 10. Assessment Instruments;
 - 11. Emergency Management;

12. Economic Development Negotiations;

- B. A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. Gov't Code 551.101
- C. Information discussed during executive session **must** remain confidential.

13. ANONYMOUS PHONE CALLS & LETTERS

The New Boston ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration.

14. REVIEW OF BOARD OPERATING PROCEDURES

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