<table>
<thead>
<tr>
<th>General Edits</th>
<th>Additions/Corrections/ Clarification</th>
<th>Questions/Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pg. 8- Replace spokesman with spokesperson.</td>
<td>Pg. 4- B1- “Board Members should not violate the chain of command,” What is the chain of command? If it is stated somewhere else, it should be referenced here.</td>
<td>Since HEB ISD served as a model for this document, do we need to reference them? I am concerned with plagiarism and embarrassment at not being able to create our own document.</td>
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<td>Pg. 10- replace “student outcome data” to include ‘student outcome goals and constraints”</td>
<td>Pg. 9- The board MAY take action on an agenda item if it cannot wait until the regular board meeting.</td>
<td>Is there more information FAQ process and when it should be used?</td>
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<td>Pg. 10- Board Meeting Agenda: Explain Q&amp;A once before using the acronym</td>
<td>Pg. 9 Board President should be invited to all committee meetings.</td>
<td>Pg. 5-District Staff: Are board members able to attend school activities without announcement and supervision? For example, if there is a Christmas program of a niece or magnet tours for interested parents. Do we have the ability to accept invitations as private citizens?</td>
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<td>Pg. 10- Board Meeting Agenda: The second &gt; is not a sentence.</td>
<td>Pg. 9- Audit Committee meetings will be posted publicly.</td>
<td>Pg. 5- District Staff: Bullet three) Is the teacher's approval necessary? Teacher knowledge is important, but can a teacher not grant approval?</td>
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<td>Pg. 10- Board Meeting Agenda: Should the third &gt; be a bullet point?</td>
<td>Pg. 10- Individual Board Members may request, in writing, that an agenda item be added to an agenda. I 3 trustees, per board policy, request an item be added to the agenda, the president is required to add that item.</td>
<td>Pg. 5- District Staff: The current HISD procedures indicate &quot;Reference: BBE, GKA, GKC.&quot; Is it needed in this case?</td>
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<td>Pg. 10- Board Meeting Agenda: update(d)</td>
<td>Pg. 11- Hiring and Evaluating the Superintendent: We are not on track with</td>
<td>Pg. 5- Community: (Board Referral) Should wording be changed from &quot;Board Regulation</td>
</tr>
<tr>
<td>Page</td>
<td>Comment</td>
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| 10   | #5 Is the second sentence a repeat of the first sentence?  
our superintendent evaluation. If we use March and October permanently in the procedures, we will always be off track. The evaluation should be done at the end of the school year. The terms used in the HEB are correct. Maybe we could leave the months out.  
BBE2? -from manager, to director of -from five to ten -from manager to director. |
| 11   | Q & A doc questions should be sent to the Chief of Staff.  
Pg. 11 Q & A doc questions should be sent to the Chief of Staff. |
| 11   | “During in” needs grammar correction  
Pg. 11 Q & A doc questions should be sent to the Chief of Staff. |
| 12   | Approving the District budget:  
Pg. 12- Approving the District budget:  
Pg. 12 Approving the District budget:  
I do not understand "B and C." Do they need to be explained? |
| 17   | Foundation Board nomination is conducted in January.  
Section H – (Board Member Representation in Community Functions) There is no 3 & 4. The numbers are out of sequence.  
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| 21   | New Board Member Orientation- it should be stated this Board Operating Procedures Manual will be printed and included in the orientation. It is great to know about the district- but also knowing and understanding the role/setting out a specific time to over this packet is important.  
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| 7    | Board Sanctions: There are no sanctions(penalties) in the sanction section. Should sanctions be changed to concerns?  
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| 8    | Social Media: In the current procedures TASB is referenced. Do we need to reference TASB?  
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| 9    | How are committee minutes shared with the board and community?  
Pg. 9- How are committee minutes shared with the board and community? |
| 10   | Needs a process for the board to place items on the agenda. Send to board services or the Superintendent. Needs to be clear.  
Section B end – Should the page include [Reference BDAA(LOCAL)]? |
| 17   | Needs a process for the board to identify and appoint trustees to external organizations. This page should also include things like TASB, CGCS, etc.  
Section B #5 – Should “hot link here” be in parentheses?  
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Section A – (Board Member Officer Elections) Because the run-off voting process may not end until December 14th, the atmosphere of the board may change in a very short length of time. The current language does not allow a veteran member a fair opportunity to express an interest in an office. For example, our current board president would not have expressed an interest in the presidency with the hostile atmosphere that existed. It could have possibly taken until December to find out the trustees of the next year. According to these procedures, only newly appointed board members can express an interest to serve as an officer. I suggest that the 4th bullet read: During the executive/closed session, the Board will deliberate the duties and qualifications of the board officer positions. Each trustee will be given the opportunity to express their interest in a position.

Section C (Board Member Replacement)
Suggest including: The appointee must possess all qualifications needed to run as the Trustee of the designated position. (I am referencing residency. We would not want to appoint someone who is not interested in serving the constituents of that area. Thus leaving the area with no representation.)

Can we include in the meetings section that no meetings are conducted in July? I don’t know if it’s a part of policy, but it needs to be in writing.

Pg. 19- Which position on the board will be responsible for time tracking and self-evaluation analysis?
1. Comment – The board meeting audience has a tendency to be all negative. In an effort to boost positive community engagement, is it possible to allow each trustee the opportunity to have an annual five-minute recognition event? The opportunity for the trustee to select a month to highlight their area could be selected in January.

Additional Guidance:

1. **Agenda Process**
   a. All agenda items will begin on a consent agenda. At the Agenda Review meeting, the board president will ask trustees which items they would like to pull from discussion. For each item pulled for discussion, trustees will have 2 minutes per item for discussion, and there will be a maximum of two rounds of discussion per agenda item. To be respectful of each other’s as well as providing a mechanism for further on items when needed, if a trustee desires further discussion, an additional round can be requested by making a motion, second, and majority vote by the board. If additional minutes per trustee are also desired, that can be included in such motion. If further discussion is required, that process can be repeated until a majority of the board feels no further discussion is needed.
   b. After agenda review, if a trustee would like to pull an item from the consent agenda, they should email the Chief of Staff by the deadline specified in the agenda prep calendar. Any discussion or comment on voting items will be limited to one minute per trustee on an item, and only one round of discussion. Discussion will begin with the trustee who requested the item to be pulled from consent. If additional discussion time is desired, it can be done through the same democratic process as done at agenda review. No items will be discussed except the items requested to be pulled in advance.

2. **Ad Hoc Committees**
   a. Board work shall be done as a committee of the whole. However, from time to time, that work might be more efficiently prepared through an ad hoc committee. Ad Hoc committees will be assigned as needed by the board president. The
assignments will include a specific scope of work and deliverable, as well as a deadline by which that deliverable will be provided to the full board at a regular board meeting. The board president will assign an ad hoc committee chair to oversee the work and ensure it meets the timeline given. The committee chair will provide meeting minutes to the full board after each meeting. An ad hoc committee will be discontinued when the deadline for that ad hoc committee has been met. Ad hoc committees do not have decision making authority and will not take on additional work beyond what was originally outlined.