

TAFT INDEPENDENT SCHOOL DISTRICT



BOARD OF TRUSTEES OPERATING PROCEDURES

TAFT PRIDE NEVER DIES



2026

Mission Statement

The Mission of Taft ISD is to build the future one mind at a time.

Core Beliefs

Students: are respectful, resourceful, and resilient leaders.

Parents/Community: are vital partners in educating students.

Faculty/Staff: are dedicated to creating a safe learning environment.

Board of Trustees: work as a team in supporting the needs of students and staff.

Board Commitments

Remain Student Focused

Be Open-Minded

Keep Open Communication

Trust the Process

Be Respectful

Be Prepared and Stay Informed

Be Accountable

Board Priorities

Priority 1: Student Achievement

1.1 By the 2027 state accountability release, the elementary, junior high, and high school campuses will each improve their Domain 2: School Progress rating by at least one letter grade through targeted instruction, intervention, and monitoring.

1.2 By June 2027, the district will increase the percentage of graduating seniors who pass both the reading and math sections of the TSI assessment from 20% to 25% through targeted instructional support, college readiness initiatives, and ongoing progress monitoring.

Priority 2: Safety and Security

2.1 By June 2027, Taft ISD will strengthen student and staff safety by ensuring that 100% of campuses receive passing scores on TEA Intruder Door Audits and Vulnerability Assessments, and that all communications related to incidents of concern are distributed within 24 hours through Skylert, district newsletters, and social media.

Priority 3: Internal and External Communication

3.1 By June 2027, Taft ISD will strengthen communication with stakeholders by ensuring that 100% of campuses use newsletters, Skylert, and social media to share at least two updates per week highlighting district successes, activities, and events. Additionally, the district aims to reach 600 app users by June 2027.

3.2 Before the end of the Fall Semester, Taft ISD will organize and host its first State of the District event to share district goals, including academic progress and construction updates.

PREFACE

It is the responsibility of the Board of Trustees, as a corporate body, to create policy for the school district. The Superintendent and staff are responsible for managing and leading the district, ensuring that the policies adopted by the Board are implemented. In effective school systems, the Superintendent and the Board function as a "Team of Eight." The Taft Independent School District Board Operating Procedures provide guidance to the Board and the Superintendent in the operation of this "Team of Eight" so it may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the school district. The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district.

BA	Board Legal Status
BAA	Board Legal Status – Powers and Duties
BBA	Board Members - Eligibility/Qualifications
BBB	Board Members - Elections
BBBA	Board Members - Elections - Reporting Campaign Funds
BBBB	Board Members - Elections - Ethics
BBC	Board Members - Vacancies and Removal from Office
BBD	Board Members - Training and Orientation
BBE	Board Members - Authority
BBF	Board Members – Ethics
BBFA	Ethics - Conflict of Interest Disclosures
BBFB	Ethics - Prohibited Practices
BBG	Board Members - Compensation and Expenses
BBI	Board Members - Technology Resources and Electronic Communication
BDAA	Officers and Officials – Duties and Requirements of Board Officers
BD	Board Internal Organization – Internal Committee
BE	Board Meetings
BEC	Board Meetings – Closed Meetings
BED	Board Meetings – Public Participation
BJCD	Superintendent - Evaluation
BQ	Planning and Decision-Making Process
FNG	Student Rights and Responsibilities Student Parent Complaint and Grievances
GKC	Community Relations Visitors

Ethics for School Board Members

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will afford others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in stewardship

- I will be accountable to the public by representing District policies, programs, priorities and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance of my responsibilities.

Honor in conduct

- I will tell the truth.
- I will share my views while working for a consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

Commitment to service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-centered focus

- I will be continuously guided by what is best to meet the needs of each student.

Taft ISD Board of Trustees

Operating Procedures

The Taft ISD Board of Trustees adopts these Operating Procedures to guide the organizational, logistical, and role-specific activities related to the work of the Board.

- I. Election of Board Members
- II. Role, Responsibility, and Authority of Board Members
- III. Board Meetings
- IV. Developing Board Meeting Agendas
- V. Role of Board in Closed Session
- VI. Conduct During Board Meetings
- VII. Evaluation of the Superintendent
- VIII. Communications
- IX. Individual Board Member Requests for Information or Reports
- X. Citizen or Employee Request/Complaint to Individual Board Member
- XI. Media Inquiries to the Board
- XII. Board Member Visits to a School Campus
- XIII. Board Training Requirements
- XIV. Travel Reimbursement
- XV. Role of the Secretary to the Board
- XVI. Reviewing the Board Operating Procedures

Operating Procedures

I. Election of Board Members

- A. The Board is composed of seven members elected by the community. Board members serve staggered terms of three years. Three of the District's Trustees shall be elected in 2027, 2030, 2033, and so forth, two Trustees shall be elected in 2028, 2031, 2034, and so forth, and two Trustees shall be elected in 2029, 2032, 2035 and so forth.
- B. Board elections are held yearly and in alignment with uniform election dates established by the legislature and generally on the second Saturday in May.
- C. A meeting will be held not later than the 11th day after the election to canvass returns and for new members to file the Statement of an Elected Officer, swearing-in of new members, and to elect the following Board officers: President, Vice-president, and Secretary.

For specific policies related to Board Member Elections, see District Policy BBB (LOCAL), BBB (LEGAL), and BBB (Exhibit) available online at <http://pol.tasb.org/Home/Index/1057>.

II. Role, Responsibility, and Authority of Board Members

- A. The Role, Responsibility, and Authority of Board Members, including officers, is fully addressed in Governance Process and Board/Superintendent Relations (Section B: Local Governance) Policies.

III. Board Meetings

- A. In accordance with Texas Government Code § 551.043, as amended by House Bill 1522, the District shall post notice of Board meetings in a place readily accessible to the public at all times for at least three business days before the scheduled date of the meeting. This requirement replaces the previous requirement that notice be posted at least 72 hours before the scheduled time of the meeting. In accordance with Texas Education Code § 11.0621, as amended by Senate Bill 413, the District shall post approved Board meeting minutes and any resolutions adopted by the Board on the District's website not later than the seventh day following the applicable meeting and shall maintain recordings of all regular and special Board meetings as required by law.
- B. The Taft ISD Board of Trustees will hold one regular meeting each month. Regular meetings are generally scheduled for the third Monday of the month and will be convened in public at 7:00 p.m. The Board may schedule additional meetings as needed for specific topics, which may be held as special meetings or training sessions.

- C. A quorum for a Board meeting shall consist of four members.
- D. In compliance with Senate Bill 413, the Board will meet the following documentation requirements for all regular and special meetings:
 - 1. Minutes and resolutions must be posted on the District's website within seven days of Board approval.
 - 2. Each Trustee's vote must be individually recorded in the official minutes.
 - 3. All meetings must be recorded using audio or audio/video methods.
 - 4. Recordings must be made available for public inspection and copying upon request.
- E. Regular Public Comment periods will not be included in special meetings or training sessions unless specifically stipulated by the Board and included in the meeting notice.
- F. When public participation is provided as part of a training session or special meeting, the regular procedures for Public Comment will be followed unless the Board adopts an alternate method. See District Policy BED (LEGAL) and BED (LOCAL) available online at <http://pol.tasb.org/Home/Index/1057>.
- G. If a closed session is called prior to or during a regular meeting, it must be conducted in compliance with Chapter 551 of the Texas Government Code (Open Meetings Act).
- H. The Board President shall call an emergency meeting when determined by the President or at least two Trustees that an emergency or urgent public necessity exists, as defined by Chapter 551 of the Texas Government Code.
- I. For specific policies related to Board Meetings, see District Policy BE (LEGAL) and BE (LOCAL) available online at <http://pol.tasb.org/Home/Index/1057>.

IV. Developing Board Meeting Agendas

- A. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings and ensure compliance with the posting requirement, as amended by House Bill 1522, which requires the District to post notice of Board meetings for at least three business days before the scheduled date of the meeting.
- B. Before finalization of the agenda for any meeting, the Superintendent shall consult the Board President to ensure the agenda and topics meet the Board President's approval. The Board President shall not remove an item from the agenda requested

by a Trustee without that Trustee's specific authorization.

V. Role of Board in Closed Session

- A. The Board can only discuss those items listed on the closed session agenda as prescribed by law. See Section IV of these Operating Procedures or District Policy BEC (Legal) available online at <http://pol.tasb.org/Home/Index/1057>.
- B. During Closed Session, the Board can deliberate properly posted items but may not take actions related to those items. All Board actions, including voting, must occur in an open session in accordance with Chapter 551 (Open Meetings) of the Texas Government Code.
- C. Discussions and information shared during closed session shall remain CONFIDENTIAL. In accordance with Texas Government Code §551.146, it is a Class B misdemeanor to knowingly disclose a certified agenda or recording of a closed session to unauthorized individuals. Board members are also expected to maintain the confidentiality of all matters lawfully discussed in closed session to protect the integrity of the Board's deliberations and the District.
- D. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed session. The posted agenda for the closed session must be read aloud, indicating the items to be discussed in closed session under Chapter 551 (Open Meetings) of the Texas Government Code.

According to a Texas Attorney General's opinion, the Board shall keep a certified agenda with minutes attached of the proceedings of each closed session. Only members of the Board of Trustees (whether present at the closed session or not) can review the minutes of a closed session without a court order. A Board member wishing to review an agenda of a closed session shall contact the Board President to submit an official request for a date, time, and place for review.

VI. Conduct During Board Meetings

- A. Citizens' Conduct
 - 1. Board meetings are held in public to conduct the business of the district, as distinguished from public meetings. The Board shall not tolerate disruption of the Board meeting by members of the public. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person may be removed from the meeting. The presiding officer may request that the person be escorted from the meeting by law enforcement and vacate the premises.
 - 2. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.
- B. Guidelines for Hearing Public Comments during "Comments" Time Period

The Taft ISD Board welcomes public comments during the Comments portion of the agenda of its regular meetings. Board members do not respond to public comments during the meeting. The following are guidelines Taft ISD Board applies to all speakers who sign up to address the members at regular meetings and are intended to ensure that meetings run smoothly.

1. Signing Up to Speak: As set forth in Board Policy (BED) local, any person who wishes to sign up to address the Board during its regular meeting must do so by signing up with the presiding officer or designee and identifying the topic upon which he or she wishes to speak before the Board meeting begins.

In accordance with House Bill 2840 and Texas Government Code §551.007, the Board will ensure that all persons are permitted to address the Board regarding an agenda item on a posted meeting agenda to do so before or during the Board's consideration of that item at the time the item is considered. The Board may adopt reasonable rules regarding time limits and decorum but will not prohibit speakers from addressing the Board on agenda items.

2. Time: As set forth in Board Policy BED (LOCAL), each speaker who signs up to address the Board during the Comments portion of the agenda may speak for up to five minutes. In the interest of time, if 5 or more persons sign up to address the Board on the same topic, then one of those individuals may be designated as the single presenter of their comments to the Board. Similarly, the Board may allot 30 minutes for public comment.
3. Topics: Speakers will also be required to address the Board on the specific topic they identified when signing up. If a speaker fails to restrict his or her comments to the topic they identified when signing up. The Board President, or other member presiding over the meeting, may immediately interrupt the speaker and issue a verbal warning that the comments remain on the identified topic. If a speaker refuses to comply with this warning, he or she may forfeit the remaining time allotment. Speakers who sign up to speak on non-agenda items, or who fail to indicate which topic they wish to speak on when signing up with the designee, shall not be allowed to address the Board.

The Board will not hear public comments during the Comments portion of the agenda, or any other time public comment occurs at a regular meeting, that involves a complaint about an individual District staff or Board member, a personnel action, a student disciplinary matter, a complaint about a particular student, or pending litigation.

To the extent this occurs, the Board President, or other member presiding over the meeting, shall immediately interrupt the speaker and, if applicable, direct the speaker to avail themselves of the applicable grievance policy or other appropriate procedure for addressing particular concerns or to ensure that further comments do not discuss any of the impermissible topics listed herein.

4. Decorum: The Board expects that each speaker will be courteous, respectful, and model for our students how one can conduct themselves in a professional manner, even if one disagrees with another's views. Any person, whether speaking to the Board or not, who engages in disruptive action during a Board meeting will be asked to leave the meeting room after one warning. If necessary, the Board President or member presiding over the meeting may request assistance from law enforcement to remove a disruptive person from the meeting room.
5. Written Comments: Any person may have access to the Board at any time by submitting their written comments by mail to: 400 College Street, Taft, Texas 78390. Even a person whose privilege to address the Board at a regular meeting has been revoked may nevertheless have the ability to submit his or her concerns to the Board in writing at any time through the means in this paragraph. Such comments may be subject to the same requirements as those made during open meetings.
6. The Board President shall recognize persons who sign up to address the Board.
7. The Board President is responsible for setting the device that will keep track of the speaker's allotted time.
8. The Board President will provide two warnings after the device has sounded to signal the end of the allotted time.
9. Persons shall request from the presiding officer any written handouts to the Superintendent's assistant for distribution to the Board.

C. Board response to persons addressing the Board during "Comments"

1. The Board will not engage in dialogue with the speaker during the Board meeting.
2. The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda.
3. The Board President shall recognize Board members prior to any member asking clarifying questions or making statements to the Board.
4. Board members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.

D. Public Hearings/Board Meetings

1. The Superintendent may schedule public hearings to address community issues.
2. During public hearings, the Board is assembled only to gather information, unless otherwise posted.

3. A person or representative of a group or organization who wishes to speak shall sign up prior to the beginning of the hearing. On the day of the hearing, sign-up sheets are located at the Administration Building 400 College Street, Taft, Texas 78390, with the presiding officer or designee. Sign-up is allowed until the start time of the hearing, as posted on the agenda.
 4. There may be a limit to the number of speakers who may speak during a public hearing.
 5. The Board will designate the number of minutes allowed per speaker at each public hearing.
 6. No person is permitted to sign up for another person, or to exchange time or yield time to persons not signed up.
 7. The Board will not answer questions or engage in a dialogue with the public during the public hearing. The Board may provide specific factual information or recite existing policy to clarify inquiries or issues raised.
- E. Discussion of individual employees or students by the Board or audience.
1. Specific complaints about individual district personnel may be processed through the District's grievance policy.
 2. The Board requests that citizens not refer to students or employees by name during Comments or during a public hearing.
- F. The Board shall observe the parliamentary procedure as outlined in *Robert's Rules of Order Newly Revised*.
1. All discussion shall be directed solely to the business currently under deliberation.
 2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not relevant to the business before the Board.
 3. The Board President shall recognize a Board member wishing to comment.
- G. For specific legal policies related to public participation at Board meetings, see District Policy BED (LEGAL) and BED (LOCAL) available on-line at: <http://pol.tasb.org/Home/Index/1057>.

VII. Evaluation of the Superintendent

- A. As outlined in Local Governance Policy BJCD (LOCAL), the Board will review the Superintendent's performance at annual or more frequent intervals. The Superintendent's evaluation will include performance related to House Bill 3 (HB

- 3) Board Goals, student outcome data, and locally adopted performance objectives, consistent with the Texas Education Code and TEA guidance.

VIII. Communications

A. Board/Superintendent Communication

1. The Superintendent shall provide the Board with sufficient information and counsel to allow Trustees to remain fully informed. Communication will occur in a timely manner through:
 - a. Board meetings and closed sessions.
 - b. Board packets.
 - c. Voicemail, text messages, or email.
 - d. Telephone calls.
2. Board members will keep the Superintendent informed through telephone calls, voicemail, text messages, email, personal visits, dialogue meetings, and requests for closed or open meeting discussions.
3. The Superintendent is the official channel of Board communication with the organization. The Superintendent may designate senior staff members as contacts to facilitate communication when appropriate.

B. Board Response to Contacts/Correspondence

1. Trustees may communicate with community members as appropriate, but it is not possible to respond to every inquiry.
2. Letters addressed to individual Trustees and received in the Superintendent's office will be distributed in the Board meeting packet. Urgent or time-sensitive items will be forwarded by email or telephone before the meeting.
3. Citizens may contact Trustees through their Taft ISD email addresses. Trustees should acknowledge receipt and inform the sender that the message has been forwarded to the Superintendent's office. The Superintendent will provide a response on behalf of the Board, and all Trustees will receive a copy.

4. Input from the community is encouraged, and confidentiality will be maintained to the extent possible. Anonymous calls or letters will not receive a response and will not result in administrative action.

C. Administration Response to Contacts/Correspondence

1. All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff.
2. Staff will investigate issues and provide a reasonable and appropriate response. The goal is to respond within 10 working days.
3. The administration welcomes input; however, anonymous calls or letters will not receive a reply.
4. Confidentiality of the individual submitting correspondence will be maintained as appropriate.

D. Social Media Communication

1. Trustees are expected to use social media responsibly and in a manner that upholds the integrity of the District.
 - a. Personal social media accounts must not be presented as representing the official position of the Board or District.
 - b. Trustees must not disclose confidential information, including items discussed in closed session.
 - c. Trustees should avoid posting about grievances, student discipline, personnel matters, or litigation.
 - d. Trustees engaging online with the community should maintain a professional and respectful tone consistent with District policy and Board ethics.
 - e. The Superintendent or Board President remains the official spokesperson for the District unless otherwise designated by Board action.
 - f. Trustees should be aware that social media content may be considered a public record subject to the Texas Public Information Act.

IX. Individual Board Member Requests for Information or Reports

- A. Board members may email or call the Superintendent to ask questions or request information.
- B. The Superintendent may refuse to respond to requests that, in the Superintendent's

opinion, would require a material amount of staff time or resources or which are disruptive or unreasonable. In such cases, the Superintendent will redirect the request to the full Board for authorization.

- C. Written responses to information requests from the Board will be distributed to all Board members in a timely manner.
- D. Individual Board members shall not issue formal written or oral requests for information directly to campus principals or other administrators.

X. Citizen or Employee Request/Complaint to Individual Board Member

- A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues unless it relates to a formal complaint or grievance already filed under District Policy FNG (Legal) and upon which the Board may be requested to take action. If a formal process is not underway, the Board member should take the following steps:
 - 1. Refer all substantive criticisms, complaints, and suggestions called to the Board's attention to the Superintendent for study, recommendation, and/or appropriate action.
 - 2. Make the parent, student, or citizen aware of the District policies and procedures in place to address citizen concerns or complaints and remind them that Board members must remain impartial in case the matter requires Board action in the future.
- B. The Superintendent shall investigate such matters and inform the Board of the results of such efforts.

XI. Media Inquiries to the Board

- A. Individual Board members may respond to official media outlet inquiries as they deem appropriate; however, Board members are encouraged to speak to the Superintendent prior to speaking to the media.
- B. Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board may elect to appoint a different spokesperson for the Board.

XII. Board Member Visits to a School Campus

- A. Board members who wish to visit a campus to view a program or activity in their official capacity shall coordinate their visit with the Superintendent's office.
- B. Board members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with District Policy GKC (LOCAL), which states

that visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

- C. Board members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events.

XIII. Board Training Requirements

- A. The Board must meet minimum annual requirements for new board member training or experienced board training for the period between January 1 and December 31, as identified by TASB.
- B. <https://www.tasb.org/resources/current-trustee-training-requirements>
- C. The Board President shall report the continuing education status of each trustee at the last regular meeting of the Board held before the election of trustees. The minutes of that meeting shall reflect whether each trustee has satisfied or is deficient in the training required by Texas Education Code § 11.159. If the minutes reflect that a trustee is deficient in required training, the District shall post the minutes on the District's website in accordance with applicable law.
- D. In addition to required training activities, Board members are encouraged to join the Texas Association of School Boards (TASB) and attend the TASB convention as well as other relevant conventions, conferences, or clinics.
- E. For specific legal polices related to Board Member training see District Policy BBD (LOCAL), BBD (LEGAL), and BBD (EXHIBIT) available on-line at <http://pol.tasb.org/Home/Index/1057>.

XIV. Travel Reimbursement

- A. Reimbursement to Board members for reasonable travel expenses for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary in the conduct of the public schools.
- B. The District 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 a Board member to Board-related activities.
- C. As specified in District Policy BBG (LOCAL), payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either reimbursement (not to exceed the allowable rates) or advancement of a set amount.

- D. For specific policies related to Board Member Travel Reimbursement, see District Policy BBG (LEGAL), and BBG (LOCAL) available onli

XV. Role of the Secretary to the Board

- A. The Superintendent's Secretary shall take the official minutes of each Board meeting, work session, and public hearing and will provide minutes for Board review and approval in a timely manner.
- B. The Superintendent's Secretary provides clerical and organizational support to Board members by:
1. Forwarding all Board written correspondence and e-mail to Board members when a response is appropriate;
 2. Maintaining the Board Calendar of Events;
 3. Contacting Board Members concerning possible meeting dates and time;
 4. Assisting the Board with constituent contacts;
 5. Making travel arrangements and reservations for Board trainings or travel to conferences;
 6. Maintaining Board files;
 7. Tracking completion of Board member training credits; and
 8. Providing assistance in assembling weekly Board packets for Board members and other duties as assigned by the Superintendent.

XVI. Reviewing the Board Operating Procedures

- A. The Board of Trustees Operating Procedures will be reviewed and updated by October of each election year and will be part of Board training.
- B. Social Media Communication
- C. Board members are expected to use social media responsibly and in a manner that upholds the integrity of the District.
- D.
- Trustees should clarify that personal social media accounts do not represent the official position of the Board or District.
 - Board members must not disclose confidential information received in their role, including information discussed in closed session.
 - Trustees should avoid commenting on pending grievances, student discipline, personnel matters, or litigation.
 - When engaging with the community online, Board members should maintain a

professional and respectful tone consistent with District policy and Board Ethics standards.

- The official communication channel for District matters remains the Superintendent or the Board President, unless otherwise designated by Board action.
- Social media posts may be considered public records and subject to Texas Public Information Act requests.

- E. The Board will also review these procedures as necessary to ensure compliance with newly enacted state laws or Texas Education Agency rules.