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Board of Trustees
West Orange-Cove CISD

Revised: July 7, 2025

Board Operating Procedures

Members of the Board of Trustees 2025-2026

Tricia Stroud, President (2018-2027)

Roderick Robertson, Vice-President (2015-2027)

Demetrius Hunter, Secretary (2016-2028)

Gina Yeaman, Trustee (2019-2028)

Linda Platt-Bryant, Trustee (2015-2028)

Donny Teate Jr., Trustee (2023-2026)

Tommy Wilson, Sr., Trustee (2017-2026)

Superintendent

Dr. Alicia Sigee
Superintendent of Schools
West Orange-Cove CISD

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Board Operating Procedures

Prepare and Conduct Board Meetings

I. Administration will ensure that all necessary information is supplied to each member to allow for informed decisions. Agenda packets will be received three business days before board meetings.

II. All participants will be prepared to address the agenda.
    a. Board members will read agenda packet materials before each board meeting.
    b. Board members will ask agenda-related questions of the superintendent before the scheduled board meeting.

III. The board president will have full authority to follow and enforce all Robert's Rules of Order.

IV. Members will not speak without being recognized by the president.

V. The president may limit the time of debate by individual members in order to allow each member an opportunity to speak.

Placing Items on the Board Agenda

I. Items that board members desire be included on the posted Board meeting agenda are forwarded to the board president or superintendent at least four days prior to the meeting. The final Board Agenda will not be posted until three business days before the Board Meeting.

Conducting Closed Sessions

I. All personnel issues must be conducted in a closed session unless specifically required by the Texas Open Meetings Law.

II. Anything that violates the right to privacy, i.e., the Texas Open Records Act, cannot be placed on the agenda and/or discussed in open session.

III. Other matters excepted by Subchapter D of the Open Meetings Act that will have a detrimental effect on the position of the district, i.e. attorney-client privilege.

IV. The presiding officer will direct any staff member or advisor in attendance that all discussion during closed sessions must remain confidential.

V. Closed meetings will not be recorded by an individual trustee against the wishes of a majority of the board.

VI. The board will take no straw votes in closed sessions, but will take any action related to items discussed in closed session after the board has reconvened in open session, in accordance with law and policy BEC (LEGAL).

Related Policies: BBE (LOCAL)

Citizens Addressing the Board

I. An opportunity is provided on all meeting agendas for citizens to address the Board. A citizen may address the Board at regular Board meetings on an agenda or non-agenda item by completing the form located inside the Boardroom and giving the form to the Superintendent or the Board President before the meeting begins. At all other Board meetings, public comment shall be limited to items on the agenda. Each speaker is limited to five minutes.

II. If a citizen acts in a disruptive manner, the person will receive a verbal warning from the presiding officer. The warning should include informing the person that if the disruptive behavior continues, the person will be asked to leave the meeting. If the citizen continues the disruptive behavior and does not leave at the presiding officer's request, the presiding officer will ask security to escort the

disruptive person off the premises. Once escorted off the premises, the person is not permitted to return during that meeting as per Policy BED (LOCAL).

III. Board members are not to sign up as citizens to be heard. As Board members, an agenda item can be requested in accordance with Board policy to discuss any item they wish to discuss.

Board Response to Citizens Addressing the Board

I. If a citizen to be heard asks questions of the Board, the Board will not respond or answer questions as per Policy BED (LOCAL), other than to provide specific factual information or the recitation of existing policy. The Board will not deliberate or decide regarding any subject raised by the citizen that is not included on the posted agenda for that meeting.

II. The presiding officer at the meeting shall determine whether a citizen addressing the Board has attempted to solve a matter through resolution channels established by policy; if not, the citizen shall be referred to the applicable policy in order to seek resolution.

III. If a citizen raises a subject that has not been included as an agenda item for that meeting, the only deliberation of or decision about that subject must be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any request made of the Superintendent to look into and/or brief the Board at a future meeting on a subject raised that was not on the agenda must be made by the presiding officer after the meeting is adjourned.

Request for Information Not Related to Agenda Items

I. Members requesting information should make a request to the board president or superintendent.

II. If the routine information can be provided with no diversion of staff time from readily available data, then it will be provided to the entire Board as soon as feasible.

Related Policies: BBE (LOCAL)

Parent and Community Complaints

I. Remind the citizen, parent or student of the District's policies setting out the processes to be followed in order to resolve complaints and that the Board member must remain impartial in case the situation goes before the Board. Board members should explain that any involvement or discussions on their part beyond what is outlined in Board policy will require that the member not participate in any discussion or decisions involving the matter should the issue eventually be brought to the Board. It is important to effectively communicate that the District and the Board both have a desire to resolve all complaints, and to do so in accordance with District policies and procedures.

II. If the citizen expresses any concern or fear about using the complaint procedures applicable to the subject matter involved, the Board member should point out that the Board has policies that prohibit retaliation for the filing of any complaints or grievances, and reiterate to the citizen, parent or student the importance of following the requirements of the policies established by the Board for the consideration and resolution of complaints or grievances.

   a. The board member is not to attempt to resolve a complaint from a community member but rather to listen respectfully and remain impartial.
   b. If he/she has not followed the "Chain of Command," advise them to do so.
   c. If the complainant does not know the district's "Chain of Command," refer them to policy FNG (LOCAL) and GF (LOCAL).

d. Inform them that there is a time limit (15 days) in the policy and a written complaint may be required.
e. Board members will inform the superintendent and board president if the issue has the potential to escalate.
f. Upon being informed of the significant complaint, the Superintendent or designee shall contact the citizen, parent or student in a timely manner to identify for the citizen, parent or student the applicable policies relating to the complaint and its resolution, and will inform the Board member who referred the matter to the Superintendent when this has been accomplished. After timely investigation of the matter, the superintendent shall inform the Board of the results or status of such matters.

Employee Complaints

I. Remind the employee of the appropriate chain-of-command, that the District maintains a policy which outlines the procedures for filing a grievance or complaint, and that these procedures must be followed. If the employee expresses any concern or fear about using the complaint procedures applicable to the subject matter involved, the Board member should point out that the Board has policies that prohibit retaliation for the filing of any complaints or grievances, and reiterate to the employee the importance of following the requirements of the policies established by the Board for the consideration and resolution of complaints or grievances.

II. Remind the employee of the Board member's need to remain impartial because Level Four complaints are heard in Board meetings as scheduled agenda items, and that any involvement or discussions on their part with the employee will require that the member not participate in any discussion or decision involving the matter. The Board member approached by the employee shall not attempt to investigate or resolve the complaint/grievance.

a. The board member is not to attempt to resolve a complaint from an employee but rather to listen respectfully and remain impartial. The board member can provide an email response as an acknowledge of the complaint.
b. Ask complainant what procedure, if any, he/she followed.
c. If he/she has not followed the “Chain of Command,” advise them to do so.
d. If the complainant does not know the district’s “Chain of Command,” refer them to policy DGBA (LOCAL).
e. Inform them that there is a time limit (15 days) in the policy and a written grievance will be required.
f. Board members will inform the superintendent and board president if the issue has the potential to escalate.
g. Superintendent will report the resolution to the entire Board.
h. The employee will hear from the Superintendent within a timely fashion unless the employee requests no contact from the Superintendent, or if legal advises another form of communication by Superintendent.

Board Member Visits to School Campus

I. While acting in their capacity as a member of a board, members may visit campuses under the following conditions:
   a. Received an invitation from the campus or email the principal in advance for impromptu visit
   b. Check-in with the principal’s office
   c. Their visit does not interfere with the learning process
   d. Board members cannot visit campuses for investigation or evaluation purposes.
   e. Board members may informally communicate with any staff member or student during lunch, recess, or before and after school.
   f. Board members will not assume a supervisory role with staff or students except when safety or liability is an issue.

Communications with other Board Members

I. In order to facilitate effective board action, board members are encouraged to communicate with each other through the superintendent outside of board meetings. The superintendent will pose the question to the entire Board, along with the answer once it is known.

II. These communications should be open and honest and be focused on clarifying questions and sharing the experience and knowledge of the board members with one another.

III. Communications 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.

Communications with the Community

I. Members of the board will promote the success of the superintendent of schools and the district by:

   a. Communicating positively, listen responsibly, and advocate for the district.
   b. Clarifying trustees’ obligations, responsibilities, and limitations as a member of the board.
   c. Supporting board decision.
   d. Not criticizing district personnel.
   e. The Board President or his/her designee is the spokesperson for the Board of Trustees, while the Superintendent or his/her designee is the spokesperson for the District.
   f. Not speaking for the board unless specifically designated as the board president’s spokesperson on an issue.
   g. By not acting on anonymous: calls, text, letters, email, etc. (unless it is an issue of public safety.)

Orientation of New Board Members

I. Local district orientation must be conducted within 60 days before or after the election date. In the case of an unopposed candidate, orientation could be scheduled prior to the election date**.**
Duration**:** 3 hours

II. The orientation will include, but is not limited to:

- Current board operating procedures
- District organization
- Duties and responsibilities
- Required training including dates of training events and convention
- Calendar of board events
- An orientation to the Texas Open Meetings Act
- Overview of district statistics provided by the superintendent