

GALENA PARK ISD

BOARD MEMBERS CODE OF ETHICS BBF (LOCAL)

Board members shall adhere to the following ethical standards:

Equity in attitude

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

Trustworthiness in stewardship

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

Honor in conduct

8. I will tell the truth.
9. I will respect the majority decision as the decision of the Board.
10. I will base my decisions on fact and the best interest of the students rather than supposition, opinion, or public favor.

Integrity of character

11. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
12. I will consistently uphold all applicable laws, rules, policies, and governance procedures.
13. I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.
14. I will not request or accept special favors from district employees.

Commitment to service

15. I will focus my attention on fulfilling the Board's responsibilities and will avoid personal involvement in activities the Board has delegated to the Superintendent.
16. I will diligently prepare for and attend Board meetings.
17. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-centered focus

18. I will be continuously guided by what is best for all students of the District.

BOARD MEMBER'S STANDARD OF BEHAVIOR

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

- Bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, State Board of Education rules, and court orders pertaining to schools.
- Make decisions in terms of the educational welfare of **all** children in the District, regardless of ability, race, creed, ethnicity, sex, or social standing.
- Recognize that decisions must be made by the Board as a whole and make no personal promise or take private actions that may compromise the Board.
- Focus Board action on policy making, goal setting, planning, and evaluation, and insist on regular and impartial evaluation of all staff.
- During Board meetings, work together with the Superintendent to maintain an atmosphere that allows the "Team of Eight" to work harmoniously and serve as an example to students, employees and the community.
- Adhere to the Board Operating Procedures.
- Support and protect school personnel in the proper performance of their duties.
- Vote to appoint the best qualified personnel available after consideration of the Superintendent's recommendation.
- Hold confidential all matters pertaining to school that, if disclosed, may needlessly injure individuals or the schools, and respect the confidentiality of information that is privileged under applicable law.
- Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
- Delegate authority for the administration of the schools to the Superintendent.
- Endeavor to make policy decisions only after full discussion at publicly held Board meetings, and render all decisions based on the available facts and refuse to surrender that judgment to individuals or special groups.
- Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community.
- Communicate to Board members and the Superintendent at appropriate times expressions of public reaction to Board policies and school programs.
- Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school board associations.
- Refrain from using the position of Trustee for personal or partisan gain.
- Make certain the Board remains responsive to the community.
- Remember always that the first and greatest concern of a Trustee must be the educational welfare of all the students attending the public schools. [BBF (LOCAL)]

FRAMEWORK FOR SCHOOL BOARD DEVELOPMENT BBD (EXHIBIT)

The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

1. Vision - The Board ensures creation of a shared vision that promotes enhanced student achievement.

- The Board keeps the district focus on the educational welfare of all children.
- The Board adopts a shared vision based on community beliefs to guide local education.
- The Board ensures that the vision supports the state's mission, objectives, and goals for education established by law and/or rule.
- The Board ensures that the district's vision expresses the present and future needs of the children and community.
- The Board uses the vision to assess the importance of individual issues that come before the Board and demonstrates its commitment to the vision by using the vision to guide all Board deliberations, decisions, and actions.
- Individual Board members should not have individual agendas separate and apart from the shared vision.

2. Structure - The Board provides guidance and direction for accomplishing the vision.

- The Board recognizes the respective roles of the legislature, the State Board of Education, the Texas Education Agency, and the local Board in the governance of the District.
- The Board fulfills the statutory duties of the local Board and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees.
- The Board focuses its actions on policy making, planning, and evaluation, and restricts its involvement in management to the responsibility of oversight.
- The Board adopts a planning and decision-making process consistent with state law and/or rule that uses participation, information, research, and evaluation to help achieve the district's vision.
- The Board ensures that the district's planning and decision-making process enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the district's vision.
- The Board develops and adopts policies that provide guidance for accomplishing the district's vision, mission, and goals.
- The Board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the district's vision, mission, and goals.
- The Board adopts goals, approves student performance objectives, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
- The Board approves goals, policies, and programs that ensure a safe and disciplined environment conducive to learning.
- The Board oversees the management of the District by employing the Superintendent and evaluating the Superintendent's performance in providing education leadership, managing daily operations, and performing all duties assigned by law and/or rule and in support of the district's vision.
- The Board adopts policies and standards for hiring, assigning, appraising, terminating, and compensating district personnel in compliance with state laws and rules.

3. Accountability - The Board measures and communicates how well the vision is being accomplished.

- The Board ensures progress toward achievement of district goals through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the Superintendent.
- The Board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the Superintendent and directs the Superintendent to make modifications that promote maximum achievement for all students.

FRAMEWORK FOR SCHOOL BOARD DEVELOPMENT (CONTINUED)

- The Board ensures that appropriate assessments are used to measure achievement of all students.
 - The Board reports district progress to parents and community in compliance with state laws and regulations.
 - The Board reviews district policies for effective support of the district's vision, mission, and goals.
 - The Board reviews the efficiency and effectiveness of district operations and use of resources in supporting the district's vision, mission, and goals.
 - The Board evaluates the Superintendent's performance annually in compliance with state laws and regulations.
 - The Board annually evaluates its own performance in fulfilling the Board's duties and responsibilities, and the Board's ability to work with the Superintendent as a team.
- 4. Advocacy - The Board promotes the vision.**
- The Board demonstrates its commitment to the shared vision, mission, and goals by clearly communicating them to the Superintendent, the staff, and community.
 - The Board ensures an effective two-way communication system between the District and its students, parents, employees, media, and the community.
 - The Board builds partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students.
 - The Board supports children by establishing partnerships between the District, parents, business leaders, and other community members as an integral part of the district's educational program.
 - The Board leads in recognizing the achievements of students, staff, and others in education.
 - The Board promotes school board service as a meaningful way to make long-term contributions to the local community and society.
 - The Board provides input and feedback to the legislature, State Board of Education, and the Texas Education Agency regarding proposed changes to ensure maximum effectiveness and benefit to the schoolchildren in the District.
- 5. Unity - The Board works with the Superintendent to lead the District toward the vision.**
- The Board ensures that its members understand and respect the need to function as a team in governing and overseeing the management of the District.
 - The Board develops skills in teamwork, problem solving, and decision making.
 - The Board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the Board.
 - The Board understands and adheres to laws and local policies regarding the Board's responsibility to set policy and the Superintendent's responsibility to manage the District and to direct employees in district and campus matters.
 - The Board recognizes the leadership role of the Board President and adheres to law and local policies regarding the duties and responsibilities of the Board President and other officers.
 - The Board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, parents, employees, and the community.
 - The Board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or district and campus administrative matters.
 - The Board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

*Adopted by the State Board of Education, January 1996
Revised by the State Board of Education, July 2012*

GOVERNANCE

The Galena Park ISD School Board is committed to a participative process-driven governance style. Board level decision-making processes shall therefore include the following elements to whatever extent is practical and appropriate for the matter at hand.

- Clearly stated objectives
- Reconciliation with policy and past practices
- Timelines
- Community input
- Communication plan
- Define the mission and goals of the District
- Set policy and goals to accomplish the mission

Board members as individuals shall not exercise authority over the District, its property, or its employees. An individual member may not act on behalf of the Board without the express authorization of the Board. [BBE (Local)]

Board Elections: The election of Trustees of the District shall be on the May uniform election date. Election Code 41.00I. [BBB (LEGAL)]. Board members shall be elected at-large for three-year terms with elections conducted annually. [BBB (LOCAL)]

Election of Officers:

- Board members shall not solicit votes or otherwise seek commitments from other Board members outside of a called meeting. Board members should informally discuss the qualifications of all members interested in each office before any nominations are made. To the extent permitted by law, all discussions should be held in executive session and should remain confidential.
- Candidates for Board President, Vice President and Secretary should have served at least two years as a Board member.
- Selection of Board Officers shall take place in June.

Duties of Board Officers: [BDAA (LOCAL)]

President:

- shall preside at all Board meetings
- shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board
- shall call special meetings
- shall sign all legal documents required by law

Vice-President:

- shall act in capacity of President in absence of the President
- automatically become President of the Board if a vacancy in that office occurs

Secretary:

- keep, or cause to be kept, an accurate record of the proceedings of each Board meeting
- call meeting and act in the capacity of the President, in the absence of the President and Vice President
- counter-sign all documents as directed by action of the Board

COMMUNICATION

The Superintendent will communicate with Board members in a timely fashion via memorandum, e-mail, text message, fax and telephone calls when appropriate.

Board members may request information and/or reports from the Superintendent. [BBE (LOCAL)] All information will be shared with all Board members.

Individual Board members cannot speak in an official capacity outside of properly convened and conducted meetings. [BBE (LEGAL)]

The Board will communicate with the community through public forums, public hearings, and regular Board meetings.

Communicating with Team Members Between Meetings:

- Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.
- Board members must take care to avoid discussion of any district business with a quorum of Board members outside of a called meeting, even if less than a quorum is involved at one time.

Responding to Employee/Parent/Student/Citizen Request/Complaint to Individual Board Member:

- When a citizen complains to a Board member, the member should listen to the citizen to obtain a full understanding of the complaint, and remain impartial and noncommittal because complaints may ultimately be brought to the Board on appeal.
- The Board member shall refer the complainant to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [BBE (LOCAL)]
- Board members will inform the superintendent within 24 hours of complaints they feel might eventually reach his/her office from staff and community, but will not direct the Superintendent to take specific actions.
- The Superintendent shall inform the Board of the resolution of complaints referred by Board members.

Media Inquiries: [GBBA (LOCAL)]

- The Superintendent is the official spokesperson for the District. The Board President is the official spokesperson for the Board.
- The Director of Communications shall be the official district spokesperson to the media. All Board members who receive calls from the media concerning school district operations, personnel, or other issues separate from specific Board action, shall direct them to the Superintendent.
- Board members must refrain from discussing any information revealed in executive session.

Email Communication:

- Email communication received by an individual Board member shall be made known to the Superintendent for consultation and/or response, as appropriate.

Anonymous Phone Calls/Letters:

- The Galena Park ISD Board of Trustees encourages community input; however, anonymous phone calls or letters might not receive Board attention, discussion or response and will not result in directives to the administration.
- Anonymous phone calls or letters that allege misconduct on the part of district personnel will be referred to the Superintendent.

BOARD MEETINGS

Meeting Time/Place:

- Regular meetings of the Board shall be held on the second Monday of each month at 6:00 p.m. No regular meeting shall be scheduled for the month of July. [BE (LOCAL)] 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.

Conduct of the Open Session:

- The Board will observe the modified parliamentary procedures in Robert's Rules of Order, Newly Revised.

Called Special Meetings:

- The President of the Board shall call a special meeting at the President's discretion or on request by one of the members of the Board.
- A special meeting notice shall be posted for at least 72 hours before the meeting is convened. [BE (LOCAL)]

Closed (Executive) Session:

- The Board can discuss in closed session only those items specifically allowed by law. [Government Code Section 551], [BEC (LEGAL)]
- All personnel issues must be conducted in closed session unless specifically required by the Texas Open Meeting Law to be conducted in open session.
- 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. [BEC (LEGAL)]
- All discussion occurring during closed session must remain confidential. [BEC (LEGAL)]
- A Certified Agenda will be kept for each closed session. The Certified Agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time.
- Each Certified Agenda will be kept in a labeled sealed envelope in the vault for a period of two years.

Developing the agenda:

- In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. [BE (LOCAL)] [BEC (LEGAL)]
- Any Trustee may request that an item be included on a board meeting agenda by contacting the Board President. The Superintendent shall include on the agenda of any meeting all Trustee requested topics that have been submitted in a timely fashion. [BE (LOCAL)]
- The deadline for submitting items for inclusion on the agenda is on the fourteenth day before regular meetings and noon of the seventh day before special meetings. [BE (LOCAL)]
- In accordance with Government Code 551.043, no item may be placed on the agenda less than **72 hours in advance of a meeting** unless in the case of an emergency or when there is an urgent public necessity. In these exceptions, posting of a supplemental agenda item is allowed if posted for at least two hours before the meeting is convened. [BE (LEGAL)]
- Board members will receive the Board agenda packet on the Wednesday afternoon prior to each Board meeting. Board members are expected to carefully study the Board agenda packet, resolve questions prior to the Board meeting and be prepared for the Board meeting.
- Board members who require additional information or clarification of any agenda items should submit a request to the Superintendent no later than 48 hours prior the Board meeting.
- The Superintendent should be notified in advance of any interest in removing an item from the consent agenda.

BOARD MEETINGS (CONTINUED)

Items that **cannot** be on the agenda:

- Anything that violates right to privacy, i.e. Texas Open Meetings Law, Texas Open Records Act, cannot be placed on the agenda.

Discussion of Agenda Items:

- Discussions shall be addressed to the President of the Board and then the entire membership.
- Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board. [BE (LOCAL)]

Consent Agenda:

- Consent agenda items are generally routine, and Trustees have knowledge of their content prior to the Board meeting. Examples could include:
 - ✓ Routine items, i.e. annual renewal of Region 4 and TEA items
 - ✓ Budget amendments
 - ✓ Personnel information
 - ✓ Bid recommendations
 - ✓ Financial information
 - ✓ Minutes of previous meetings

Voting: [BDAA (LOCAL)]; [BE (LOCAL)]

- Voting shall be done by a show of hands, as directed by the President.
- No vote shall be by secret ballot.
- Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- The Board President shall have the right to discuss, make motions and resolutions and vote on all matters coming before the Board.

Citizens Addressing the Board [BED (LOCAL)]:

- Public participation is limited to the designated **audience item** portion of the meeting. At all other times, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
- 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 three minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.
- Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or make a decision regarding any subject that is not included on the agenda posted with notice of the meetings.
- The Board will **not** entertain comments concerning individual personnel or individual students during the public open forum or during the course of the regular open session.

GALENA PARK ISD
Guidelines for the Evaluation of the Superintendent

1. The Board President will call a special meeting to be held in January to conduct the summative evaluation of the Superintendent, with no other items on the agenda.
2. The Superintendent will prepare the Superintendent Evaluation binder and present it to the Board at least two weeks in advance of the summative evaluation. The binder will include:
 - a. Superintendent's contract
 - b. Superintendent's job description
 - c. Guidelines for evaluation of the Superintendent
 - d. Superintendent evaluation calendar
 - e. Previous year's District Goals and summary of progress on the goals
 - f. Superintendent Evaluation Instrument - Summary of Superintendent's Performance Goals and activities accomplished to support each Performance Goal. Each Performance Goal supports the District Goals, and is also tied to the Superintendent's job description.
 - g. Report on student performance as required by the state (Commissioner-Recommended Student Performance Domain)
 - h. Any additional district or professional highlights the Superintendent believes will demonstrate effective performance for the past year
3. Board members will fill out the Superintendent Evaluation prior to the meeting and bring the completed form to the summative evaluation meeting.
4. Board members will meet in a properly posted and convened closed meeting, without the Superintendent present. The Board will assess the Superintendent's job performance as it relates to the Superintendent Priority Performance Goals.
5. The Board will discuss their individual ratings and determine a consensus rating for each indicator. For areas in which there is no clear agreement about a rating, the Board will discuss reasons for their varying ratings and try to reach consensus about what, if anything, the Board would like to see done differently regarding that indicator in the coming year.
6. The Board will invite the Superintendent into Executive Session, and give him/her a copy of the consensus scores regarding areas of strength, areas needing improvement, and specific improvements they would like to see.
7. The Board will allow the Superintendent to review the evaluation and to respond and ask questions about the Board's ratings.
8. The President will allow individual members to share concerns or ratings that differ from the majority of the Board and opinions of individual members. The Superintendent is not expected to take action based on individual comments.
9. The Board will identify areas for Superintendent Performance Goals at the conclusion of the summative evaluation.
10. The President will compile all results of the summative evaluation in a written document that includes the following:
 - a. The Board's consensus ratings and agreements about the Superintendent's performance
 - b. Any specific expectations the Board has regarding the Superintendent's performance for the coming year
 - c. **Individual** Board members' instrument ratings and comments
11. The Superintendent will provide to the Board a progress report on the current year's performance goals in the fall.

12. A Board member who has significant concerns about the Superintendent's performance between evaluation meetings may request that the president post "Interim Superintendent evaluation" on any regular meeting agenda in order to discuss the concern with the full team.

GALENA PARK ISD SUPERINTENDENT EVALUATION CALENDAR

MONTH	ACTIVITY
August	District/Campus Improvement Plans submitted to Board for approval
October	Formative Conference: <ul style="list-style-type: none"> • Superintendent gives progress report on the previous year's performance goals
December	Superintendent evaluation binder distributed to Board members
January	Summative Evaluation Meeting: <ul style="list-style-type: none"> • Board reviews their individually completed evaluation instruments • Board compiles a composite evaluation reflecting Board consensus on ratings • Board meets with the Superintendent to discuss the evaluation
March	Board workshop to review Superintendent performance goals and district goals, and recommend changes as needed
March - April	Superintendent incorporates priorities from district goals and Superintendent performance goals into district improvement plans and budget being drafted for the next year

Board Member Visits to School Campus:

- All Board members are encouraged to attend any campus events as their time permits.
- Board members are to call the Superintendent before going to a campus and visiting with campus administrators on official matters.
- Board members are required to check in with the principal's office and to follow campus guidelines for visitors.
- Board members are not to go unannounced into teachers' classrooms or individual buildings for the purpose of evaluation.
- When visiting with teachers of their own children, Board members will make it clear that they are acting as parents rather than as a Board member.

Required Board Member Training:

- **As required by State law, Board members shall receive continuing education annually based on the Framework for Governance Leadership and in fulfillment of assessed needs. Refer to the overview of continuing education requirements on the next page. [BBD (LEGAL) Board Members Training & Orientation]**
- ~~Board members are required to complete training as specified in Policy BBD: Board Members Training & Orientation.~~

New Board Members:

~~• Tier 1: Orientation:~~

~~—Local District Orientation— 3 hours within 60 days of election~~

~~—Orientation to Texas Education Code— 3 hours within 120 days of election (provided by Region 4)~~

~~• Tier 2: Team Building: (Team of 8 Training) – 3 hours~~

~~• Tier 3: Additional Continuing Education:~~

~~—Discretionary Hours— 10 hours~~

~~—Open Meetings Training— 1 hour within 90 days of election~~

~~—Public Information Act— 1 hour within 90 days of election~~

Experienced Board Members:

~~• Tier 1: Update to Texas Education Code— After each Legislative Session, as scheduled by Region 4~~

~~• Tier 2: Team Building (Team of 8 Training) – 3 hours~~

~~• Tier 3: Additional Continuing Education – 5 hours~~

- **Board President:**

The Board President shall receive continuing education related to the leadership duties of this position at some portion of the annual requirement.

- Board members ~~will~~ **shall** accrue continuing education ~~training~~ **credit** from January 1 to the date of the December Board meeting each year for reporting purposes. At the December board meeting, the Board president will announce the names of which Board members have met the continuing education requirements, and those who have not. The Board president will also announce, "Completion of this required annual training is an obligation and expectation of any sitting Board member under State Board of Education rules."

- **Team Building/Team of 8 Training:**

Annually in June, the Board and Superintendent shall participate in a team building session facilitated by a regional education service center or any registered provider, as mandated by the State Board of Education (SBOE). The duration of the meeting shall be 3 hours. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team. The assessment of needs shall be based on the Framework for Governance Leadership. [BBD (EXHIBIT)]

Overview of Continuing Education Requirements for School Board Members

Continuing Education Required of Local School Board Members	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	At least 3 hours Required within 60 days of election or appointment	Not required	Local district
Orientation to the Texas Education Code	1	3 hours Required within 120 days of election or appointment	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session:</i> length determined by issues addressed in legislation	Any registered provider
Team-building session must include a review of the roles, rights, and responsibilities of the local board as outlined in the Framework for Governance Leadership and an assessment of continuing education needs of the board-superintendent team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessed needs	3	At least 10 hours	At least 5 hours each year	Any registered provider
Open Meetings Training		1 hour Required within 90 days of election or appointment	Not required	Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement (BBD Local)	Not required	Attorney General's Office or other approved provider

Questions about continuing education requirements? E-mail Its@tasb.org or call call 800.580.8272, extension 2453.

Questions about Leadership Team Services (LTS) programs and services? Visit LTS.tasb.org, or call 800.580.8272, extension 2452.



Texas Association of School Boards
Leadership Team Services

Board Self Evaluation:

- The Board will routinely assess the status of the Board/Superintendent team

- The evaluation is conducted in Executive Session
- The evaluation shall consider such items as role recognition, relationships with others, and adherence to Board Operating Procedures
- The Board will discuss their individual ratings and determine a consensus rating for each indicator

Board Travel Guidelines:

- The Board shall adhere to the same meal reimbursement procedures and rates as employees as outlined in DEE (LOCAL).
- A Board member shall be reimbursed for expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board. [BBG (LOCAL)]
- Board members shall reimburse the District for any registration or airline fares if the Board member does not attend a prepaid conference or school-related event. Any exceptions shall be approved by the Board, and only in extenuating circumstances such as illness of death in the family. [BBG (LOCAL)]
- 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. [BBG (LEGAL)]

Reviewing Board Operating Procedures:

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

**Galena Park Independent School District
Board Operating Procedures**

ACKNOWLEDGEMENT

I hereby acknowledge it is my responsibility to review the Galena Park Independent School District Board Operating Procedures.

My signature below indicates I agree to do so and will abide by the procedures contained therein.

Joe Stephens, President

Wilfred J. Broussard, Jr., Vice President

Ramon Garza, Secretary

Jeff Miller

Dawn Fisher

Minnie Rivera

August 8, 2016