

**Spring Branch Independent School District
Agenda Item Information**

Date of Board Meeting: October 20, 2008

Subject: Consideration of Potential Amendments and Possible Action on: the
Board/Superintendent Operating Procedures on Item # 17

Administrator Responsible:

Name: Diane Jackson, Ed.D.

Position: Policy Administration & Governmental Relations

Purpose of Agenda Item:

Information only Action needed Report

Additional Information and/or Back-Up:

Recommend discussion, approval of potential amendments of the Board/Superintendent Operating Procedures

#17 Selection and operation of board liaisons

Copies of proposed amendments are attached.

17). Selection and operation of board liaisons

draft revision

Procedure:

- 1). The following are considered to be standing Liaison roles for the Board:
Academic/Curriculum, Administration/Personnel, Audit/Finance, Facilities/Operations, Legislative, Policy/Operating Procedures, Technology, Communications/Community Engagement
- 2). By June 15th of each year, the Board President will solicit input from the Board Members regarding preferences and will assign each Member to Liaison position(s) as well as selecting a back up liaison. No member shall serve more than 2 consecutive years in the same Liaison position if another Member wishes to serve.
- 3). Board Liaison(s) may function as Committee of the Whole if that is the desire of the Board Members and if the meetings are posted and conducted in compliance with the Texas Open Meetings Act.
- 4). The function of the Liaison shall be:
 - a).
 - b).
 - c).
 - d).
 - e).
- 5). Liaisons shall not:
 - a).
 - b).
 - c).
- 6). By law, Liaisons are prohibited from making decisions on behalf of the Board.
- 7). Board Members may also be appointed as representatives to other District committees organizations.

Related Policies:	BE (LEGAL) BED (LOCAL) BJA (LOCAL) BBE (LEGAL) BDB (LEGAL)	BE (LOCAL) BED (LOCAL) BDAA (LEGAL) BBE (LOCAL)	BEC (LEGAL) BJA (LEGAL) BDAA (LOCAL) BDB (LOCAL)
Date Approved:	Oct. 25, 2004		
Date Revised:			

Proposed amendments to Operating Procedure #17:

Under the section “4). The function of the Liaison shall be:” to add the following:

- 1.) The contact person for Board members with questions in that particular area of inquiry.
- 2.) Board members with a particular passion or high level of knowledge in the area and are willing to commit the time necessary to be effective.
- 3.) Responsible for communicating Board-level progress and up-to-date information from that area of interest, to the Board members.
- 4.) Responsible for helping staff know how/when/what to communicate to the Board members about that area of interest.
- 5.) Facilitate communication between the Board and the Administration
- 6.) Well informed on the topic.
- 7.) Able to identify potential areas for additional communication

Under the section “5). Liaisons shall not:” to add the following:

- 1.) Micromanagers over staff
- 2.) Ultimate decision makers
- 3.) Road blocks to preventing trustees from learning more about a subject
- 4.) Give orders, make decisions for the Board or district or otherwise imply that they are part of the district line management.
- 5.) Prevent requests for information from other board members