

Frankston Independent School District

**Board of Trustees
and
Superintendent of Schools**

Board Operating Procedures



April 16, 2018

**Frankston Independent School District
100 Perry
Frankston, TX 75763
903-876-2556
www.frankstonisd.net**

ETHICS

BOARD MEMBERS:
ETHICS

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 accord 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 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 avoid personal involvement in activities the Board has delegated to the Superintendent 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 for all students of the District

BOARD AUTHORITY

ROLE OF BOARD

ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

(Set down by state statute)

- ❖ No Board member or officer has authority outside the Board meeting.
- ❖ No Board member can direct employees in regard to performance of duties.
- ❖ The Board President shall
 - Preside at all Board meetings,
 - Appoint committees,
 - Call Special Meetings,
 - Sign all legal documents required by law.
- ❖ The Vice President shall
 - Act in capacity of President in the absence of the President.
- ❖ The Secretary shall
 - Keep accurate record of Board meetings
 - Call meetings and act in the capacity of the President, in the absence of the President and Vice President
 - Countersign all warrants

ROLE OF BOARD IN CLOSED SESSION

- ❖ Board can only discuss those items listed on the Closed session agenda and as limited by law.
- ❖ Board must vote in public session.
- ❖ Discussions during Closed session must remain confidential.

- BAA Legal – issued 10/08/2017
- BBE Legal – issued 10/08/2017
- BBE Local – issued 10/08/2017
- BDAA Legal – issued 12/2/2002
- BDAA Local – issued 11/7/06

COMMUNICATION

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INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORTS

- ❖ Board members shall request information and/or reports through the Board President to the Superintendent or by requesting the information directly from the Superintendent, using a standard form provided by the Superintendent.
- ❖ The Superintendent will gather the information and/or report and disseminate it in a timely manner to the entire Board.
- ❖ Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting.

CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- ❖ The Board member will hear the citizen's problem for full understanding.
 - Repeat problem back to citizen.
 - Encourage members of the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.
 - Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
 - For complaints that cannot be resolved through informal complaint resolution process, remind the citizen of the formal complaint resolution procedure found in GF (Local) and remain impartial.
- ❖ The Board member shall promptly notify the Superintendent as quickly as possible after learning of an issue.

EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- ❖ The Board member will hear employee's problem for full understanding.
 - Repeat problem back to employee.
 - Explain chain of command to employee.
 - Remind employee of the due process procedure and remain impartial.
 - Refer employee to appropriate person in the chain of command.
- ❖ Board member shall promptly notify the Superintendent as quickly as possible after learning of an issue.

BOARD MEMBER VISIT TO SCHOOL CAMPUS ACTIVITY

- ❖ Board members are encouraged to attend special events on campuses.
- ❖ Board members shall not go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
- ❖ Board members must notify principal of visits to campuses when they are not attending a scheduled activity, report to the main office of a District facility or school campus, and adhere to any other posted requirements for visitors

COMMUNICATIONS

- ❖ Superintendent will meet with the Board President on a routine basis.
- ❖ Superintendent will communicate with all Board members via regular transmittals
- ❖ Superintendent will communicate appropriate and important information in a timely manner to all Board members
- ❖ Requests for information to Superintendent from any Board member will be distributed to all Board members

MEDIA INQUIRIES TO THE BOARD

- ❖ The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention. All Board members who receive calls from the media should direct them to the Board President or designee. Individual Board members can answer media questions related to their personal stance on pending issues; however, the Board President will be the official spokesperson for the Board as a whole.

ANONYMOUS PHONE CALLS AND/OR LETTERS

- ❖ The Frankston Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

CONSTITUENT CONDUCT DURING BOARD MEETINGS

- ❖ Constituent participation in the regular Board meeting
 - The Board shall allot 30 minutes to hear persons who desire to make comments to the Board during the Open Forum
 - Persons who wish to participate in the Open Forum 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.
 - Constituent comments will be heard at the time listed on the routine agenda.
- ❖ Board response to persons addressing the Board during the regular meeting
 - The Board shall not engage in dialogue with persons during the Board meeting on non-agenda items in compliance with the Open Meetings Act.
 - The Board President, in writing, may direct the superintendent to investigate issues raised by speakers and report back to the Board through transmittal or at a designated meeting.
 - No presentation shall exceed five minutes.
 - Unused minutes from one speaker may not be accrued by another speaker.
 - Each speaker is limited to one opportunity at the microphone regardless of minutes used.
 - Delegations of more than five persons shall appoint one person to present their views before the Board.
 - The Board President shall recognize persons who sign up to speak in the order of the sign in sheets as submitted.
 - The person addressing the Board should stand at the microphone and state his/her name before beginning the comment.
 - Non-Allowable Comments (Board/Audience)
 - The Board will not entertain comments on individual personnel or officials (by name or position) in public session (employees or Board members).
 - The Board will not entertain comments on individual students in public session.
 - Speakers shall be respectful in their comments.
 - The Board will not allow derogatory comments.
 - No signs or placards shall be brought into the Board room.

- The audience shall refrain from talking or applause during the comments.
- The president shall read the following introductory remarks before public comments are listed on the agenda:

The Board encourages comments from citizens of the district or from district employees. Anyone wishing to speak, either as an individual or as a representative of a group, may do so at this time. Statements from individuals not in attendance may not be read during Open Forum. The Board asks that comments pertain to public education issues and be no longer than five minutes.

The Board will listen, but the Open Meeting Act prevents us from responding to speakers. Each person has one opportunity at the microphone regardless of minutes used. Unused minutes may not be accrued by another speaker. If five persons sign up to address the Board on the same topic, a spokesperson will be selected to speak five minutes for the group. The Board Secretary will time the comments and alert the president when time has expired.

The Board will not allow personal attacks or derogatory comments, nor entertain any comments on individual personnel or officials, by name or position, during Open Forum, or at any time during an Open Board meeting.

Additionally, the Board will not entertain comments on individual students in public session. Comments regarding an individual employee or Board Member must be heard in closed session only. This is to protect the rights of the individual and the interests of the school district.

Additionally, Open Forum is not the appropriate place to have complaints and grievances addressed.

- ❖ Participation in public hearings is the same as above with the following changes:
 - During public hearings, the Board is assembled only to gather information.
 - The introductory remarks change to reflect the difference in setting (a hearing).
 - Board members shall not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
 - No limit shall be made on how many persons may speak on an issue or position.
 - The Board may elect to receive electronic or written input relating to the issue being discussed.

- BED Local – issued 07/22/2004
- BBE Local – issued 10/08/2017
- GF Local – issued 12/11/2014

BOARD MEETINGS

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- ❖ Agenda development for regular meetings shall be as follows:
 - The tentative agenda is created by the administration and presented to the Board President the week prior to the Board meeting.
 - Board members shall submit agenda items in writing to the president at least five business days prior to the Board meeting and items so submitted shall be placed on the agenda.
 - An agenda is sent to Board members electronically at least 72 hours prior to meeting.
 - At least 72 hours in advance of each meeting, Board members will receive information for all agenda items including title, purpose, background, relevant state statutes as needed, related district policy as appropriate, proposed costs (if any), funding sources, etc.

- ❖ The Frankston ISD Board will meet in a regular monthly business session on the third Monday in the FISD Board room.
 - Changes in the date and place to accommodate holidays and special events will be approved by the Board in advance.
 - Special meetings will be called at the Board President's discretion or on request by two members of the Board.
 - Emergency meetings may be called according requirements set forth in the Texas Education Code.

- ❖ The normal agenda for Board sessions shall be as follows:
 - Public workshop session
 - Call to order
 - Prayer
 - Pledge of Allegiance to the American Flag
 - Opening Remarks
 - Agenda Items
 - Traditional workshop agenda items involve hearing reports and receiving background information related to upcoming Board decisions.

- Public Board Meeting
 - Call to order
 - Prayer
 - Pledge of Allegiance to the American Flag
 - Declaration of quorum
 - Welcome message:

Welcome to this meeting of the Frankston Independent School District Board of Trustees. The Board is made up of seven members, elected at large, it is by law a body corporate, which means all decisions are made by a majority vote of the members present, in a legally posted and duly opened meeting, no member can make any decision concerning the operation of the school alone. While the Open Meetings Act does allow for specific items, (such as personnel, consultation with our attorney, and the purchase or sale of property) to be discussed in a closed meeting, all votes must be taken in an open meeting. Our mission, in partnership with parents and community, is to provide a safe school environment that enables our students to be successful in life.

This is a meeting of the Board in a public setting rather than a public meeting. As such, public comment is included on the agenda at a specific time, the Open Meetings Act allows us to listen to your concerns, but no action can be taken.

We are very proud of our school district, and we thank you for your interest in it.

- Consent agenda
 - Consent agenda items are generally routine, and trustees have knowledge of their content and how they affect the district.
 - Before or during a meeting, any Board member can request that a consent agenda item be brought to the Board for discussion, questions, and consideration.

- Recognitions: Indian Awards and Special Awards
- District and school administrator updates
- Committee and liaison reports
- Superintendent updates
- New Business items for Board consideration, discussion, and/or vote
- Public Forum (non-agenda/agenda items)

- Closed session if needed according to Texas Education Code
 - 551.071 consultation with an attorney
 - 551.072 deliberation regarding real property
 - 551.074 personnel matters
 - 551.076 deliberation regarding security devices
 - 551.082 school children; school district employees; disciplinary matter or complaint
 - 551.0821 school Board: personally identifiable information about public school student
 - 551.083 certain school Boards; regarding consultation with representative of employee group
 - 551.084 investigation; exclusion of witness from hearing
- ❖ Regular session to vote, if needed, on Closed Session items
- ❖ Adjournment

❖ Board meeting procedures

- Four Board members constitute a quorum.
- The Board shall observe parliamentary procedures in *Robert's Special Rules for Small Boards*.
- All discussion shall be directed solely to the business currently under deliberation.
- The Board President shall keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.

❖ Voting

- The president may vote on all action items and can make or second motions.
- In case of a tie vote, the item is postponed. The president shall bring the item back to the Board on a subsequent agenda.
- When only four Board members attend a meeting, a majority vote of those four members is required to pass motions.
- The Board President has the right to recognize Board members prior to giving their comments.

❖ Closed Sessions

- Closed session agenda items can be declared in advance and listed on the agenda or a Board member can, during a meeting, request a closed session on any agenda item that qualifies under the Texas Education Code exemptions to the Open Meetings Act.
- The Board can only discuss those items listed on the closed session agenda and limited by law.
- The Board must vote in public session.
- Discussions during closed sessions must remain confidential.
- Electronic devices shall be turned off/silenced. A Board member with emergency needs for outside contact during a meeting will notify Board members in advance.
- Board members shall dress and act professionally.

❖ Public Hearings

- Participation in public hearings is the same as in regular board meetings, with the following changes:
- During public hearings, the Board is assembled only to gather information.
- The introductory remarks change to reflect the difference in setting (a hearing)
- Board members shall not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
- Each speaker is limited to five minutes.
- No limit shall be made on how many persons may speak on an issue or position.
- The Board may elect to receive electronic or written input relating to the issue being discussed.

- BE Legal – issued 5/14/09
- BE Local – issued 11/3/10
- BEC Legal- issued 10/8/2017
- BED Legal – issued 7/22/04
- BED Local – issued 7/22/04

BOARD DEVELOPMENT

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EVALUATION OF THE BOARD

- ❖ In a fall workshop/retreat, the Board/Superintendent team is assessed and evaluated; operating procedures are reviewed and updated.
- ❖ The evaluation of the Board and Superintendent is an indication of the success the Governance Team is having in meeting established goals.
 - In a workshop meeting held each summer, the Board reviews and revises (as needed) the district's vision statement, belief statements, priorities and goals.
 - In formal Board action, the Board readopts the district's vision statement, belief statements, priorities, and goals each year, no later than the regular August meeting.
 - The district's Vision Statement, Belief/Commitment Statements, Priorities, and Goals are disseminated to employees and the public via the district web site, at school and community events, in printed materials, and in reports to print and live media.

CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

- ❖ A workshop will be held immediately after the canvass of election returns to allow Board members to express their interest in serving as an officer when the Board reorganizes.
- ❖ Candidates for the President of the Board, Vice President, and Secretary must have at least one-year experience on the Board.
- ❖ Board Elections are held in May, every other year
- ❖ The position of Board President shall be limited to no more than two consecutive two-year terms.

- BAA Local – issued 10/8/2017
- BBE (LOCAL) – issued 2/13/2018
- BBBB (LEGAL) - issued 2/13/2018
- BDAA (LOCAL) - 11/7/2006
- BDAA (LEGAL) - 12/2/2002