

# **FLATONIA INDEPENDENT SCHOOL DISTRICT BOARD OPERATING PROCEDURES**

The Board of Trustees' primary task is to establish District policy. Board members are elected for three-year terms for which they receive no compensation. Prior to each meeting, Trustees receive background materials on agenda items. By studying this information, they are prepared to ask pertinent questions and cast informed votes. A school board is a governmental body, so it can take action only by a majority vote. It is responsible for governing and overseeing the management of the District as set forth in these procedures.



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# FLATONIA INDEPENDENT SCHOOL DISTRICT BOARD PROCEDURES

## I. Developing Board Meeting Agenda

### A. Who can place items on the agenda?

1. The agenda is developed by the Superintendent in consultation with the Board President;
2. The Superintendent, and the Board President, can place items on the agenda;
3. Board members may request to the Board President, in advance, any item they wish to have considered for placement on the agenda.
4. If two Board members request an item for the agenda, Board President will place it on the agenda.
5. Complaints brought by parents/students, employees, or the public will not be placed on the agenda by any Board member, except in accordance with Board policies FNG(LOCAL), FOD, DGBA(LOCAL), and GF(LOCAL); and
6. No items may be placed on the agenda later than noon of the ~~fourth~~ seventh calendar day before regular and special meetings, except in an emergency as defined by the Texas Open Meetings Act. B.
7. Board packets will be delivered to Board members on the Wednesday prior to Monday regular meetings.

### Use of Consent Agenda

1. In order to expedite Board meetings and address routine and recurring business in an efficient manner, the Board will use a consent agenda to the greatest extent possible. The consent agenda will be used to take action on routine items such as the following (provided for illustration only):
  - a. Routine Items (e.g. expenditures and disbursements)
  - b. Annual Renewals of ESC and TEA Items
  - c. Tax Refunds for no more than \$500
  - d. Gifts, Donations, and Bequests
  - e. Minutes of Regular and Special Board Meetings
  - f. Updates of Board Policy
  - g. Routine Personnel Items
  - h. Routine Bid Recommendations

i. Changes to Regular Board Meeting Date Any Board member may request that an item listed under the consent agenda shall be withdrawn for separate discussion and acted upon individually.

**II. Member Conduct during Board Meetings (Any time four or more Board members are gathered and deliberate on school business, it is considered a meeting.)**

A. Board members are expected to attend and participate in duly called meetings of the Board. Board members will come to Board meetings prepared to discuss and take action on all items on the agenda. At a minimum, each Board member is expected to have done the following prior to arrival at every Board meeting:

1. Studied the material in the Board Packet sent to them prior to the meeting; and
2. Resolved questions by contacting the Superintendent.

B. Board policy BED(LOCAL) shall be used to govern patrons wishing to address the Board in open forum. Open forum will be limited to thirty minutes unless the Board decides to extend the time for public comment. Guidelines for addressing the Board will be adhered to and the President will emphasize the guidelines to the public.

1. Comments are limited to three minutes;
2. The Board will accept written as well as oral information;
3. Groups of more than three people wishing to address the same item may appoint one person to represent the group's view to the Board;
4. The Board will require comments about individual personnel not be made in public session; and
5. The Board will require comments about individual students not be made in public session. Citizens should use appropriate campus and administrative channels before bringing concerns to the attention of the Board.

C. Board response to patrons addressing the Board: Board members will not respond to or interact with patrons addressing the board, and the Board shall not deliberate or decide regarding any subject that is not included on the posted agenda. Board members may request that the superintendent or appropriate administrator follow-up with patrons who have addressed the board.

D. Limit on participation: Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board.

E. The Board shall observe Robert's Rules of Order to govern meetings.

F. Discussion of motions:

1. All deliberations will be limited to agenda items;
2. The Board President will ensure deliberations remain germane to the agenda. Each Board member has the responsibility to ensure his/her comments remain focused on agenda items. The Board President will rule any deliberations that stray from the agenda as “out of order”; and
3. Board members shall request permission from the Board President to speak, and the Board President will recognize Board members before they give their comments.

### **III. Voting**

#### **A. Discussion of Motions**

1. All discussion shall be limited to the business currently under deliberation; and
2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business under discussion.

B. The Board President will vote on all action items.

C. All Board members will vote on all action items, except when there is a legal conflict of interest or a conflict that would impair the Board member’s judgment in violation of Board Member Ethics.

D. All voting shall be done in open session by voice or show of hands and shall be recorded in the official minutes. No vote shall be by secret ballot.

E. Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall respect the decision of and support the will of the Board.

### **IV. Individual Board Member Request for Information or Report**

A. All Board member requests for information must be in accordance with District policy BBE(LOCAL).

B. The majority of the Board is required to request the creation of new reports.

C. All Board requests to Superintendent for reports will be reported to the full Board in the Board Packets.

### **V. Citizen Request/Complaint to Individual Board Member**

When a citizen complains to a Board member, the Board member shall:

- A. (May) listen politely for a short period of time but must remember that the Board member must remain impartial, in case the situation goes before the Board;
- B. Refer the citizen to the appropriate person in the chain-of-command and encourage resolution;
- C. Remind the citizen of the appropriate means of seeking resolution in Board policies FNG(LOCAL) and GF(LOCAL));
- D. Board members shall inform Superintendent of the complaint.

#### **VI. Employee Request/Complaint to Individual Board Member**

When an employee complains to a Board member, the Board member shall:

- A. Remind the employee of the appropriate means of seeking resolution in Board policy.
- B. Remember that the Board member must remain impartial in case the situation goes before the Board.
- C. Refer the employee to the appropriate person in the chain-of-command.
- D. If appropriate, inform the Superintendent in a timely fashion about the complaint.

#### **VII. Board Member Visit to School Campus**

- A. Board members are encouraged to attend special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
- C. Board members will notify administration of individual visits to campuses when they are not attending a scheduled activity.

#### **VIII. Communications**

- A. The Superintendent will communicate with all Board members via telephone, email, text, and/or regular newsletters.
- B. The Superintendent will be available to confer with Board members to discuss District issues on an as-needed basis and communicate critical information to all Board members in a timely fashion.

- C. Board members will keep Superintendent informed of critical issues as they become aware of them.
- D. The Board will communicate with the community through public hearings, regular Board meetings, and publications authorized by Board action.
- E. Individual Board members cannot speak in an official capacity for the Board outside the Boardroom. Board members must also be cognizant of the fact that some of the information they receive in their capacity as Board members may be confidential and may not be disclosed to third parties. In this connection, Board members must not disclose information that is subject to the attorney-client privilege, i.e., information that is received through communication with or from the Board attorney or other attorneys representing the School District, information regarding the evaluation of school personnel, and student-identifying information. In addition, Board members should not disclose any information to which they have access by virtue of their positions as a Board member that has not been made public, if to do so would compromise the Board in the conduct of its affairs, or that of the School District.
- F. Every effort will be made by the Board/Administrative Team to communicate effectively with one another so that decisions will be based upon the best information available.

## **IX. Superintendent and Board Evaluations**

- A. Evaluation of the Superintendent will be conducted in accordance with District policy BJCD(LOCAL). The evaluation instrument shall be developed collaboratively between the Superintendent and Board, adopted in advance and shall be based primarily upon goals and priorities. The evaluation instrument, process and timeline, along with the superintendent goals will be reviewed and updated at the end of each evaluation cycle and prior to the beginning of the new cycle.
- B. The Board will develop and review outcome-based evaluation instruments annually for the Superintendent and regularly for the Board.
- C. The Superintendent's evaluation is confidential by law. The Board's evaluation is not.

## **X. Criteria and Process for Selecting Board Officers**

- A. Selection of Board officers will be governed by District policy BDAA(LOCAL). See appendix.
- B. Officers will be elected for the position of President, Vice-President, and Secretary.

## **XI. Role and Authority of Board Member and/or Board Officers**

(as set by State statute and District Policy BBE and BDAA)

- A. No Board member or officer has authority as an individual acting alone.
- B. No Board member shall direct employees in regard to performance of their duties.
- C. With regard to hiring personnel, the following shall apply:
  - 1. The Board delegates to the Superintendent the final authority for employment of contractual personnel, as well as the final authority to employ and dismiss non-contractual employees on an at-will basis.  
[See DCA, DCB, DCC, DCD, and DCE as appropriate]
  - 2. The Board delegates to the Superintendent final authority to hire certain non-contractual personnel on an at-will basis, as set forth in Board Policy DC(LOCAL);  
and
  - 3. The Principal must approve each teacher or staff appointment to the Principal's campus from a pool of applicants.
- D. The Board as a body has the following authority and duties:
  - 1. Govern and oversee the management of the District;
  - 2. Employ and appraise, at least annually, the Superintendent;
  - 3. Levy and collect taxes and issue bonds;
  - 4. Adopt and file an annual budget;
  - 5. Have District financial accounts audited by a Texas certified accountant at the conclusion of each fiscal year;
  - 6. Publish an annual report describing the District's educational performance;
  - 7. Receive bequests and donations;
  - 8. Select a depository for District funds;
  - 9. Call elections and canvass the returns;
  - 10. Acquire and hold real and personal property in the name of the District;
  - 11. Execute, perform, and make payments under contracts, including leases, leases with options to purchase, and installments;
  - 12. Exercise the right of eminent domain to acquire property; and
  - 13. Adopt and periodically review District policy;
- E. The President shall:
  - 1. Preside at all Board meetings;
  - 2. Appoint committees; and
  - 3. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- F. The Vice-President shall:



1. Act in the capacity of the President in the absence of the President; and

G. The Secretary shall:

1. Be responsible for ensuring accurate recording of Board meetings;
2. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer;
3. Ensure that notices of Board meetings are posted and sent as required by law; and
4. Sign or countersign documents as directed by action of the Board.

## **XII. Role of Board in Executive Session**

- A. The Board shall discuss only those items listed on the agenda and permitted by law in executive session.
- B. All votes must be made in public session.
- C. Information received during executive session must remain confidential.

## **XIII. Superintendent's Role and Authority**

- A. The role of the Superintendent shall be the educational leader and chief executive officer of the District.
- B. The authority and duties of the Superintendent include:
  1. Assuming administrative responsibility and leadership for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the District and for the annual performance appraisal of the District's staff;
  2. Assuming administrative responsibility and leadership for the assignment and evaluation of all personnel of the District other than the Superintendent and making recommendations regarding the selection of such personnel;
  3. Initiating the termination or suspension of any employee or the nonrenewal of an employee's term contract;
  4. Managing the day-to-day operations of the District as its administrative manager;
  5. Preparing and submitting to the Board a proposed budget;
  6. Preparing recommendations for policies to be adopted by the Board and the implementation of adopted policies;

7. Provide leadership for the attainment of student performance in the District based upon the state's academic excellence indicators and other indicators as may be adopted by the state and the Board;
8. Prepare Board agendas and meeting materials in cooperation with the Board President;
9. Accurately prepare and submit, in a timely manner, any and all reports required by TEA, federal and state agencies, the Board, and courts of law;
10. Direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively;
11. Ensure the District's compliance with all applicable state and federal requirements; and
12. Develop, evaluate and revise annually the District Improvement Plan, with the assistance of the District Improvement Team.

#### **XIV. Media Inquiries to the Board**

- A. On issues before the Board, the Board President and the Superintendent shall be the official spokespersons for the Board to the media.
- B. All Board members who receive calls from the media should refer them to the Superintendent or the Board President, as appropriate.
- C. Board members are discouraged from providing individual opinions on matters of the district and Board to the media.

#### **XV. Annual Board Orientation and Training**

- A. These Board Operating Procedures will be reviewed and updated regularly or at other times deemed appropriate by the Board President and Superintendent.
- B. District Policy BBF(LOCAL), Board Member Ethics, will also be reviewed regularly.
- C. The current Board Member Ethics are:

#### **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 or 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 not disclose information that is confidential 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, policy making, 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

# Appendix

# **Flatonia ISD Mission Statement**

**Flatonia ISD inspires excellence and nurtures success by working collaboratively with staff, parents, and community members to provide a safe learning environment where students are motivated and challenged to become independent problem solvers who contribute to and lead their community, country, and world with integrity.**

# FISD Board Goals

**Flatonia ISD is committed to preparing FUTURE READY students by:**

- Providing a comprehensive guidance program where students discover their talents and pursue post-secondary goals based upon them
- Recruiting and retaining quality staff members and exceptional role models who epitomize high moral standards and professionalism
- Maintaining safe and inspiring environments and facilities that support student learning

