



FORMAL CHARTER



I. Name of Committee

Envision Eanes

II. General Purpose of Envision Eanes

- a) Envision Eanes is a committee that will serve in an advisory role to the Eanes ISD Board of Trustees. Envision Eanes will be specifically charged, if necessary, to aid the administration's review and implementation of matters as may be requested by the Board of Trustees.
- b) The focus of Envision Eanes or its formal charge (see below) may change from time to time as determined by the Board of Trustees.
- c) Envision Eanes will make recommendations and provide feedback, consistent with the Board of Trustees' direction.

III. Charge to Envision Eanes

- a) The Envision Eanes committee will use its collective expertise and creativity to explore how Eanes ISD can become a greater institution of education and innovation for the next generation, being mindful of student wellness and achievement. The committee will begin with the current state, using comparative data to frame the initiatives, priorities, structures, facilities, resources and issues that guide the school district toward its aspirations. Members must agree and advise how a broader strategic vision could be realized.
- b) The charge may be expanded, condensed or constrained from time to time at the sole discretion of the Board of Trustees. Future subsets of the committee may include but are not limited to assisting the administration's efforts to evaluate and implement initiatives related to (a) campus attendance zones, (b) medium and long-term facility planning, (c) land acquisition, (d) community engagement, and (e) other bond proposals.
- c) All committee activity shall align with the Eanes ISD strategic values, priorities and goals. Committee considerations may have academic, financial, contractual, and transportation impacts on students, staff and community members; as such, objectivity, creativity and resourcefulness are essential.

IV. Reasons for Envision Eanes

- a) The Board of Trustees and the administration value public engagement and input. Envision Eanes is designed to leverage the creative and intellectual capital of the community when the Board is faced with eventual decisions that may impact all constituents of the school district. Envision Eanes may study, research, hold public forums, provide counsel and make recommendations as requested by the Board of Trustees.
- b) The final decision on any recommendation rests with the Board of Trustees.

V. Guiding Principles

The following Guiding Principles are not listed in any particular order and shall not be interpreted as prioritized in anyway. The Board of Trustees recognizes some principles will inevitably conflict with one another. As decisions are made, the Board of Trustees, with the administration, will consider the values and will weigh them with prevailing community needs, attitudes, desires and the district's budget:

- a) Envision Eanes will consider instructional, fiscal and enrollment trends, and consider these variables (current and future) in the development of recommendations that will maximize resources within the capacity of the district and its schools.
- b) Envision Eanes will be guided by the efficient and effective use of school facilities, financial resources and educational programs.
- c) Envision Eanes will conduct its work respective of all populations, with the goal to ensure quality instruction and program availability for all Eanes ISD students.
- d) Envision Eanes will follow legal principles while conducting its work as a committee of the Board of Trustees, as set forth by federal law, state law and the Texas School Code.
- e) Envision Eanes' recommendations shall be in line with established Eanes ISD Board of Trustees policies and administrative procedures.
- f) Envision Eanes will consider the thoughts and viewpoints of Eanes ISD stakeholders when developing its recommendations through effective communication and public engagement with residents.

VI. Advisory to the Board of Trustees

- a) Envision Eanes will serve as a future-focused advisory committee to the Board of Trustees.
- b) Envision Eanes will update the Board of Trustees as requested on the progress of its committee throughout the process.
- c) Envision Eanes will bring options to the Board of Trustees for consideration that meet with the approval of at least 60% of members representing a quorum.
- d) In the case where abstentions may prevent the majority from reaching 60% on any considered motion, the minimum threshold for approval becomes 50% or greater of the participating quorum at the time of the vote.
- e) The final decision on any recommendation(s) rests with the Board of Trustees.

VII. Key Data to be utilized by Envision Eanes

- a) Envision Eanes will utilize all pertinent data, financial reports and research related to best practices in instruction and student learning or developmental needs when formulating a recommendation specific to the identified charge.
- b) Envision Eanes, at its co-chairpersons' request, will enlist district resources and staff for assistance, with support from the superintendent's designee.

VIII. Envision Eanes Membership

- a) No more than 25 and no fewer than 19 voting members, as well as four non-voting members, listed below will serve on Envision Eanes. Voting members of Envision Eanes are indicated by an asterisk (*).
- b) Additional input will be provided by district staff and administrators, who will attend when their expertise and analysis is needed, not as voting committee members.

25* Members **must reside in the school district** providing geographic representation with diverse roles and viewpoints according to these criteria:

FIRST SELECTION TIER OF REPRESENTATION

- 15 representatives equally selected from three geographic areas of the school district (up to 5 from each area):
 - Area 1 – Bridge Point and Eanes elementary attendance zones
 - Area 2 – Cedar Creek and Forest Trail elementary attendance zones
 - Area 3 – Barton Creek and Valley View elementary attendance zones
- 9 at-large community members
- 1 special education representative

SECOND SELECTION TIER OF REPRESENTATION

- representing major committees and organizations (For example: EEF, BOC, SSHAC, DLT, Presidents Council, the Special Education Working Group and the Digital Learning Task Force)
 - representing athletics, arts and extracurriculars
 - representing community members without school-age children
 - representing area business, civic and service interests
- 1 Superintendent's designee
 - 3 School administrators (representing elementary, middle and/or high school grades as well as various committees and responsibilities, depending on the topic at hand)

29 *25 Voting Members

IX. Involvement, Role and Responsibility of the Board of Trustees

The Board of Trustees will select the members of Envision Eanes, will issue the formal and specific charge to the Envision Eanes committee, will provide direction as needed, and will receive information from the committee throughout its process. The final decision on any recommendation(s) rests with the Board of Trustees.

X. Envision Eanes Community Representative Selection Criteria

Envision Eanes members must be able to:

- a) effectively and impartially represent the interests of families of all portions of their school attendance area.
- b) attend daytime, evening and weekend meetings as necessary.
- c) make objective decisions based on all relevant information and data and not on any singular issue.

XI. Envision Eanes Community Representative Selection Process

- a) All voting members must be residents of Eanes ISD
- b) Interested individuals submit applications to the Eanes ISD Board of Trustees and administration to ensure participation from every selection tier of representation.
- c) Using a points-based criteria similar to the selection process for the Bond Oversight Committee, the Board of Trustees shall choose members from eligible applicants.
- d) Restating the aforementioned criteria in Section VIII, candidates will be considered from but not limited to the following categories to ensure broad geographic representation, expertise and diversity of perspective:
 - (i) No children currently in district schools (includes individuals without children).
 - (ii) Children currently in district elementary schools.
 - (iii) Children currently in district middle schools.
 - (iv) Children currently in the district high school.
 - (v) Ideally, representatives may qualify in multiple categories noted above and in Section VIII and may currently serve or have served on (an)other district committee(s).
 - (vi) At no time should the size of the committee be fewer than 19 voting members or larger than 25 voting members.

XII. Envision Eanes Committee Member Terms

- a) Envision Eanes members shall be appointed for an initial two-year term.
- b) The length of subsequent terms and continuation on the committee shall be determined thereafter in a process defined by the Board of Trustees and members of Envision Eanes, allowing flexibility according to the need and scope of the formal charge.
- c) A committee member may be reappointed for subsequent terms or may choose to resign at any time.
- d) If committee vacancies occur less than three months since the beginning of the process, the Board of Trustees may appoint a replacement member, believing a committee's best work is done with a full membership.

- e) If vacancies must be filled, every effort will be made to meet committee membership criteria as specified in Section X of this document.
- f) If member resignations occur after three months of work and progress, such positions may remain unfilled and the quorum adjusted accordingly.
- g) Envision Eanes may be disbanded at any time by a formal vote of the Board of Trustees.

XIII. Chairperson/Co-Chairpersons of Envision Eanes

- a) No more than two co-chairpersons will be identified through the Envision Eanes application process and recommended from those selected to serve on the committee.
- b) Co-chairpersons in the initial year will be selected and approved by the Board of Trustees; in subsequent years, co-chairpersons may be selected and approved by Envision Eanes voting members.
- c) The co-chairpersons will be responsible for organizing and conducting the committee's work, representing the consensus, and reporting agreed-upon findings and recommendations to the Board of Trustees.
- d) Agendas for regular and special Envision Eanes meetings will be prepared by the co-chairpersons in coordination with the superintendent's designee.
- e) Questions and requests should be directed to the co-chairpersons, who may refer them to the superintendent's designee, prior to the meeting.

XIV. Envision Eanes Process

1. Open Meetings

- a) All Envision Eanes meetings will be open to the public per the Texas Open Meetings Act. The superintendent, or designee, will be responsible for ensuring all notification and documentation requirements are met.
- b) All posted Envision Eanes meetings will be transcribed by a committee member with official minutes approved at the next committee meeting and posted on the Eanes ISD Website.
- c) When requested by the Board of Trustees, Envision Eanes will meet to review all aspects and research related to a specific topic of study.
- d) If Envision Eanes believes changes are needed to the charge or the priority issue of study, Envision Eanes will present to the Board of Trustees the scope of proposed further investigation relating to recommended changes.
- e) If Envision Eanes proposes changes to its current structure or its operations, then the Board of Trustees has the option to accept, reject or modify any proposal.
- f) Unless a quorum is established at a meeting, no binding vote can take place.
- g) Envision Eanes will bring options to the Board of Trustees for consideration that meet with the approval of at least 60% of members representing a quorum.

- h) In the case where abstentions may prevent the majority from reaching 60% on any considered motion, the minimum threshold for approval becomes 50% or greater of the participating quorum at the time of the vote.

2. Access to Information

- a) Member requests for information will be made to the co-chairpersons.
- b) The co-chairpersons will make requests for information on behalf of the Envision Eanes committee to the superintendent's designee.
- c) The co-chairpersons will distribute information to all members.
- d) Individual members shall not direct or require district employees to prepare reports.

3. Meetings with District Employees

- a) Meeting requests with district employees should be made solely by the Envision Eanes co-chairpersons to the superintendent's designee.
- b) Envision Eanes members shall respect the daily schedules of the superintendent's designee and district staff.
- c) Meetings with the superintendent's designee shall be scheduled to allow for an adequate discussion of the topic or topics, but with due regard being given to the superintendent's designee's other time commitments.
- d) Envision Eanes members have the same rights as all parents to communicate with and meet with district staff regarding issues involving their own children.

4. Envision Eanes Member Visits to Campus Sites

- a) Eanes Envision member requests to visit campus sites, related to Eanes Envision business, will be made by the Eanes Envision chairpersons to the superintendent's designee, who will coordinate a visit for members.
- b) Members shall not visit a campus on Eanes Envision business without prior coordination.

5. Proposals to Address Goals

- a) If Envision Eanes is tasked with developing proposals related to a specific topic or issue, the Board of Trustees will create specific goals that Envision Eanes will work within (in addition to the "Guiding Principles" detailed in Section V) based upon the unique circumstances of the assignment.
- b) Envision Eanes will receive Board of Trustees-approved goals to provide a basis from which to move forward in their deliberations.
- c) Approximately one-third of the way through the study and research process, Envision Eanes will present its working proposals and/or progress to the community at an open meeting where the public will have an opportunity to review the proposals and to provide feedback on their relative merits.

- d) If necessary, upon completion of specific proposals, Envision Eanes will present the proposals to the community at a second open community meeting, where the public will have an opportunity to review the proposals and to provide feedback on their relative merits.
- e) After each presentation to the community, Envision Eanes will consider all comments and suggestions and return to deliberations, making modifications to its proposals, as necessary.
- f) Envision Eanes will prepare a draft report, to include a maximum of three (3) proposals with comments and recommendations on each proposal, for presentation to the Board of Trustees for consideration.
- g) Following the presentation to the Board of Trustees of any change, a summary of the accepted proposals will be sent to the media and all parents affected by the recommendations.
- h) Not fewer than 14 days following the initial presentation of changes to the Board of Trustees, a public meeting shall be held where the proposals are reviewed for the public and the public is allowed to make comments to the Board of Trustees regarding the proposals. The Board of Trustees will not take any formal action at this time but merely receive information and comments from the public.
- i) Final action on any proposed change shall take place no earlier than 14 days following the public meeting at a regularly scheduled meeting of the Board of Trustees.
- j) The Board of Trustees has the option to accept, reject or modify any proposal. The Board of Trustees has the sole authority to establish or alter operations of the school district within its legal responsibility.

XV. Envision Eanes Facilitation and Communication

- a) While attending to a specific issue, as charged by the Board of Trustees, Envision Eanes – using parliamentary procedures as detailed in Robert’s Rules of Order – will facilitate its own meetings through the leadership of the co-chairpersons.
- b) Envision Eanes members are not regulated under the Texas Open Meetings Act and are not restricted in communications with each other.
- c) Envision Eanes members shall notify the co-chairpersons of complaints, comments or feedback from the community.
- d) As necessary, the superintendent’s designee, shall guide the complainant to the appropriate administration member.
- e) Anonymous calls or letters will not receive Envision Eanes’ attention, discussion or response and will not be referred to the administration for action.

XVI. Envision Eanes Annual Review

The Board of Trustees will review the Envision Eanes process as needed, and/or prior to, tasking the committee with any priority or topic for consideration.