

Instructions for presiding officer

To call meeting to order:

“I call this meeting of the Kilgore Independent School District to order. The time is ____ (time) ____, please let the record show that a quorum of board members is present, and that this meeting has been duly called and that the notice of this meeting has been posted in accordance with Texas Open Meetings Act, Texas Government Code Chapter 551.”

To acknowledge those people who have signed up to address the Board during Public Comment:

When the meeting reaches the Open Forum/Public Comment part of the agenda, the Board Presiding Officer should ask the District Administration if anyone has signed up to address the Board. If yes, the Presiding Officer shall collect the Open Forum/Public Comment forms and read the following aloud:

“As we begin the Public Comment portion of this meeting, please understand that Kilgore ISD School Board Legal and Local Policies prohibit the Board from responding or entering into discussion and/or deliberation on items not listed on tonight’s meeting agenda. During this time, any member of the KISD School Board may request additional specific factual information to better understand a speaker’s question or comment, but no school board member may enter into deliberation on any item not included on tonight’s posted agenda. As outlined in Kilgore ISD School Board Policy BED:

- Audience participation in tonight’s meeting is limited to the Public Comment portion as reflected on the agenda. Individuals who wish to participate during the Public Comment portion of this meeting shall sign up with the presiding officer before the meeting begins and shall indicate the topic on which they wish to address the board;
- An individual’s comment(s) to the Board shall not exceed three (3) minutes per meeting, and;
- A total of fifteen (15) minutes has been allotted if needed for Public Comment during this meeting.
- Please know that the Board will not entertain negative comments on individual school personnel or individual students during this Public Comment Portion of tonight’s meeting and will not allow the disclosure of personally identifiable information concerning a student.

Please let the minutes reflect that ____ (Name of individual or organization) ____ has signed up to address the Board as outlined in KISD Board policy BED Local. Mr./Mrs. _____, we invite you to begin.”

To adjourn into executive session:

“As authorized by the Texas Open Meetings Act, this Board will now adjourn into executive session pursuant to the following section(s) permitted by law...”

(Cite appropriate posted section from agenda)

- 551.071... Private consultation with the board’s attorney.
- 551.072... Discussing purchase, exchange, lease, or values of real property.
- 551.073... Discussing negotiated contracts for prospective gifts or donations.
- 551.074... Discussing personnel or to hear complaints against personnel.
- 551.075... To confer with employees of the school district to receive information to ask questions.
- 551.076... Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
- 551.082... Considering the discipline of a public school child, or complaint or charge against personnel.
- 551.083... Considering the standards, guidelines, terms, conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
- 551.084... Excluding witnesses from a hearing.