

Carrollton Farmers Branch ISD

What Does A School Board Member Do?

Information Session

Sally Derrick, Vice President
Cassandra Hatfield, Secretary

#cfbproud

A decorative border at the bottom of the slide consisting of numerous overlapping circles in various colors including green, blue, orange, pink, and purple. The circles vary in size and opacity, creating a vibrant, bubbly effect.

Agenda

- Role of a School Board Member
- Board Operating Procedures
- Board Member Terms + Cumulative Voting
- Board Member Eligibility & Qualifications
- Resources for Potential and New Board Members from TASB
- Required Trainings for School Board Members
- What to Expect
- Important Dates to Know

Disclaimer

- This presentation is not meant to be an all-encompassing resource guide.
- This presentation addresses common questions that arise for individuals seeking election to a school board of trustees. For more extensive information on issues related to candidacy and the election process, see TASB Policy BB series; the TASB School Law eSource [Elections](#) page; TASB Board Development Services' [Resources for Board Candidates](#); the Texas Secretary of State [Elections Division](#) website, including [Candidacy Filing](#) outline; and the [Texas Ethics Commission](#) website, including [First Steps for Candidates Running for School Board Trustee](#).
- Presenting board members are speaking behalf of themselves and not on behalf of the entire Board.



#cfbproud

Role of a School Board Member

- Responsibilities can be grouped into these categories:
 - Adopt goals and priorities and monitor success
 - Adopt policies and review for effectiveness
 - Hire and evaluate superintendent
 - Adopt a budget and set the tax rate
 - Communicate with the community

Role of a School Board Member

- Adopt goals and priorities and monitor success
 - Long Term Strategic Plan: [Collaborative Vision 2030](#)
 - Optimize Engaging and Diverse Learning
 - Optimize Facility, Safety & Security, and Infrastructure
 - Optimize Community Engagement
 - Optimize Social & Emotional Health of All Students
 - Optimize All Available Resources
 - Annual Plan: [District Improvement Plan](#)
 - [House Bill 3 Goals](#)

Role of a School Board Member

- Adopt policies and review for effectiveness
 - *Legal Policies*: referenced policies reflect current law and are updated by TASB as laws change.
 - *Local Policies*: are directives from the board to the school district saying WHAT is to be done. Each district adopts, updates, and readopts local policies, as needed.
 - Operational
 - Reform



Role of a School Board Member

- Hire and evaluate superintendent

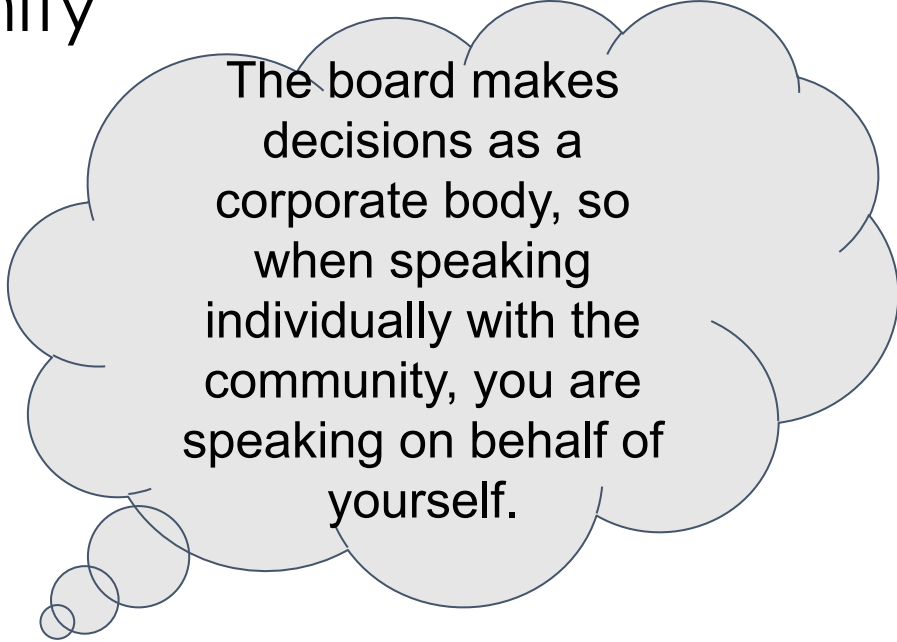
School Board as a Corporate Body	Superintendent
Oversight of management, policymaking, planning, and evaluation	Implementation and managing day-to-day operations
WHAT	HOW

Role of a School Board Member

- Adopt a budget and set the tax rate
 - Budget
 - Tax Rate
 - M&O: Maintenance and Operations
 - I&S: Interest and Sinking Funds

Role of a School Board Member

- Communicate with the community
 - Parents
 - Community members
 - Staff
 - Local government
 - Legislatures



The board makes decisions as a corporate body, so when speaking individually with the community, you are speaking on behalf of yourself.

Board Operating Procedures

- Created by the board to define:
 - Best practices for conducting the work of the board
 - How to conduct effective board meetings
- Reviewed and adopted by the Board annually
 - Updated, if necessary

Board Operating Procedures: Content

- Board Member Ethics
- Role of the Board
- Review of Goals and Programs
- Board Protocols
- Advocacy and Engagement
- Elections
- Communications
- Meetings
- Personnel
- Graduation
- New Board Member Checklist

Board Member Terms

- 2 Board Members ~ 2023 Election (Term 2023-2026)
- 2 Board Members ~ 2024 Election (Term 2024-2027)
- 3 Board Members ~ 2025 Election (Term 2025-2028)

Cumulative Voting



#cfbproud



Board Member Eligibility & Qualifications

To be eligible to be a candidate for, or elected or appointed to, the office of school board member, a person must:

1. Be a United States citizen.
2. Be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable.
3. Have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.
4. Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities [but see Ineligibility below].
5. Have resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the following date:
 - a. For an independent candidate, the date of the regular filing deadline for a candidate's application for a place on the ballot.
 - b. For a write-in candidate, the date of the election at which the candidate's name is written in.
 - c. For an appointee to an office, the date the appointment is made.
6. Be registered to vote in the territory from which the office is elected on the date described at item 5, above.

Election Code 1.020, 141.001(a); Gov't Code 601.009; Tex. Const. Art. XVI, Sec. 14

A person may not be elected trustee of an independent school district unless the person is a qualified voter. Education Code 11.061(b)

A person is ineligible to serve as a member of the board of a district if the person has been convicted of a felony or an offense under Penal Code 43.021 (solicitation of prostitution). Education Code 11.066

Resources for Potential Board Members from TASB

- [Become a Board Member: Resources for Candidates](#)
- [FAQs for School Board Candidates](#)
- [Book: The Governance Core](#)

Required Trainings for School Board Members

Required Continuing Education	First Year in Office	Subsequent Years in Office
Local District Orientation	Three hours within the first 120 days in office	N/A
Orientation to the Texas Education Code	Three hours within the first 120 days in office	N/A
Update to the Texas Education Code	Following each legislative session and of sufficient length to address major changes	
Team-building (Team-of-eight)	Three hours	Three hours every year
Additional Education based on Framework for School Board Development	Ten hours	Five hours every year
Evaluating and Improving Student Outcomes	Three hours within the first 120 days in office	Three hours every two years

Note: To receive credit, all trainings must be completed AFTER being sworn into the office

Required Trainings for School Board Members

Required Continuing Education	First Year in Office	Subsequent Years in Office
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	One hour within the first 120 days in office	One hour every two years
Open Meetings Act (OMA)	One hour within the first 90 days in office	N/A
Public Information Act (PIA)	One hour within the first 90 days in office	N/A
Cybersecurity	Varies by provider	Every year
School Safety	Two hours within the first 120 days in office	Every two years

Annually, the board must announce, at a public school board meeting, whether individual members met their annual continuing ed requirement, exceeded the requirement or were deficient in meeting their annual requirement.
See Board policy [BBD \(LEGAL\)](#).

Note: To receive credit, all trainings must be completed AFTER being sworn into the office

What to Expect

- Meetings
 - Regular Monthly Meeting (+ Pre-Meeting)
 - Executive/Closed Sessions
 - Work Study
 - Community Sessions
 - Special Meeting
 - Emergency Meeting
 - Board Sub-Committee Meetings
 - Each board member serves on at least one committee
 - Additional sub-committees, as needed
- Community Engagement and Events
- Preparing for Meetings

Important Dates to Know

[Important Election Dates 2022-2024](#)

- First Day to File for a Place on the General Election Ballot – Wednesday, January 17, 2024
- Last Day to File for a Place on the General Election Ballot – **Friday, February 16, 2024 at 5:00 p.m.**
- Last Day to Register to Vote – Thursday, April 4, 2024
- First Day of Early Voting – Monday, April 22, 2024
- Last Day of Early Voting – Tuesday, April 30, 2024
- Board of Trustees Election – Saturday, May 4, 2024