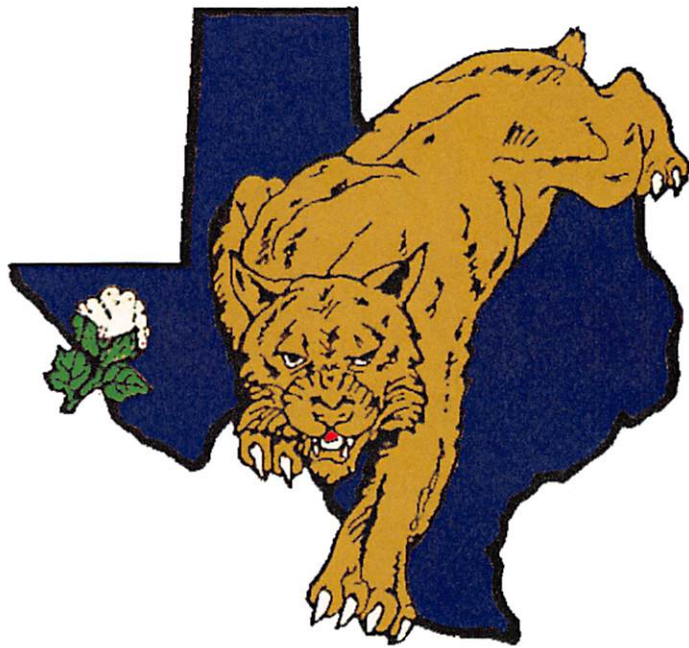


# Board Book



**Fabens ISD**

**Special Meeting**

**Wednesday, February 24, 2021 @ 6:30 PM**

**All students of Fabens Independent School District will be successful,  
life-long, global learners.**

**Notice of Special Meeting  
Board of Trustees  
Wednesday, February 24, 2021**

A Special Meeting of the Board of Trustees will be held on Wednesday, February 24, 2021, beginning at 6:30 PM, in the 821 NE G Avenue - Central Office Board Room - Fabens, TX, 821 NE G AVENUE, P O BOX 697, FABENS, TX 79838.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

**Due to health and safety concerns related to the COVID-19 Coronavirus, this meeting will be conducted by video conference or telephone call. At least a quorum of the Board will be participating by video conference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have been suspended by the Order of the Governor.**

- |  |          |
|--|----------|
| <b>1. Call to Order, Roll Call and Pledge of Allegiance</b>  | <b>3</b> |
| <b>2. Communication and Visitors</b>   | <b>4</b> |
| A. Public comments related to this Special Meeting or persons who desire to address the board on the listed Agenda items during Communication and Visitors must comply with the following procedures; visit the link: <a href="https://rb.gy/k1sgj2">https://rb.gy/k1sgj2</a> to submit your form no later than one (1) hour prior to this regular meeting. Paper forms of the requested information may be obtained at Fabens ISD Central Office. The content of your comments cannot exceed three (3) minutes. |          |
| B. Please click the link below to join the webinar:<br><a href="https://rb.gy/c6nte0">https://rb.gy/c6nte0</a><br>or at<br><a href="http://www.fabensisd.net">www.fabensisd.net</a> on Fabens ISD Announcement<br>Webinar ID# 986 5066 8318  |          |
| <b>3. Board of Trustees Business</b>   |          |
| A. Discussion and Possible Action of the Fabens ISD 2021 - 2022 Academic Calendar  | 5        |
| B. Review and Discussion of Fabens ISD Board Policy BBF (Local) - Board Members Ethics   | 8        |
| C. Review and Discussion of the Framework for School Board Development as Revised by the State Board of Education in November 2020   | 10       |
| D. Review, Discussion and Possible Revisions of the Fabens ISD Board Operating Procedures  | 20       |

E. Fabens ISD Superintendent Evaluation	30
F. Discussion and Possible Action of Fabens ISD Superintendent Employment Contract and Compensation	31
<b>4. Adjourn</b>	<b>32</b>

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(LEGAL)]

**Saturday, February 20, 2021 at 10:00 AM**

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For the Board of Trustees

**FABENS I.S.D.  
BOARD OF TRUSTEES**

Date: 02/24/2021 Presented By: Chairperson  
Subject: Call to Order, Roll Call and Pledge of Allegiance Related Page(s) N/A

**Action**

**BACKGROUND INFORMATION:  
CALL to ORDER, ROLL CALL and  
PLEDGE OF ALLEGIANCE**

The February 24, 2021 Special Meeting is called to order at \_\_\_\_\_.  
Let the minutes show that:

1) all members are in attendance

OR

2) \_\_\_\_\_ is (are) not in attendance.

Reason: ( ) Illness ( ) Family Emergency  
( ) Out of Town ( ) Other \_\_\_\_\_

\_\_\_\_\_(name) will lead us in the reciting of the Pledge of Allegiance

**FABENS ISD  
BOARD OF TRUSTEES**

**COMMUNICATION AND VISITORS  
Board Agenda Item**

<b>TITLE</b>	<b>Communication &amp; Visitors</b>	<b>Date Requested</b>	02/24/2021
<b>Requested By:</b>	N/A	<b>Approximate Time</b>	Up to 15 minutes
<b>Division Approval:</b>	N/A	<b>Action Needed by:</b>	N/A
<b>Action Requested:</b>	N/A	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Community	<b>Who Has Been Involved:</b>	N/A
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

This meeting is being conducted by audio conference in accordance with the governance authorization concerning suspension of certain open meeting law requirements for the COVID-19 disaster.

As we would at any in-person meeting, members of the public who have followed the instructions on the meeting notice for registering to speak during the public comment portion will be recognized. If the speaker submitted written comments to the email provided in advance, the comments will be read into record. If you would like to provide comment at a future meeting conducted via teleconference, please follow the instructions on the meeting notice.



**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>2021-2022 Academic Calendar</b>	<b>Date Requested</b>	2-19-21
<b>Requested By:</b>	Michele Gonzalez	<b>Approximate Time</b>	
<b>Division Approval:</b>		<b>Action Needed:</b>	Board approval
<b>Action Requested:</b>	Board approval	<b>Information Only:</b>	
<b>People Participating In Presentation:</b>	Michele Gonzalez	<b>Who Has Been Involved:</b>	Administration, District Improvement Team
<b>How Will It Benefit the District's Mission/Goals?</b>	Supports an aligned, balanced calendar that is student-centered with opportunities for timely interventions	<b>How Will Request Be Financed?</b>	N/A
		<b>Cost to District:</b>	N/A

**Notes:**

There are two options for honoring Cesar Chavez Day. Option A is an Early Release moved from February 18, 2022 and Option B is a Staff Development day (holiday for students) moved from January 3, 2022.

A parent from DIT brought to our attention that UTEP will observe Cesar Chavez Day on March 25, 2022.

# 2021-2022 School Calendar

Fabens Independent School District



July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July	5-9	District Closure
	26	New Teacher Orientation
	27-29	Staff Development
	30	Teacher Work Day

August	2	First Day of School
	25-26	Open House
	27	Early Release

September	6	Holiday, Labor Day
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October	4	Staff Development
	5-15	Intervention/ Enrichment

November	22-26	Holiday, Thanksgiving
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December	17	Early Release Students
	20-31	Holiday, Winter Break

January	3	Staff Development
	17	Holiday, Martin Luther King

February	16-17	Parent/Teacher Conferences
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March	7-11	Intervention/ Enrichment
	14-18	Spring Break
	25	Cesar Chavez Day/ Early Rel.

April	15	Holiday
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May	30	Holiday, Memorial Day
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June	3	Last Day of School Students
	3	Early Release Students
	4	Teacher Work Day
	6-24	Intervention/ Enrichment

January 2022						
S	M	T	W	T	F	S
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30	31					

February 2022						
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20	21	22	23	24	25	26
27	28					

March 2022						
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April 2022						
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May 2022						
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29	30	31				

June 2022						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Instructional Days/ Minutes

1st 9 Weeks	44 Days	18,945 Minutes
2nd 9 Weeks	40 Days	17,205 Minutes
3rd 9 Weeks	43 Days	18,510 Minutes
4th 9 Weeks	53 Days	22,860 Minutes
Total	180 Days	77,520 Minutes

Option A

## Grading Periods

Aug 2 - Oct 1	1st 9 Weeks
Oct 18 - Dec 17	2nd 9 Weeks
Jan 4 - Mar 4	3rd 9 Weeks
Mar 21 - Jun 3	4th 9 Weeks

Holiday	Open House/ Parent Teacher Conference
Staff Development	Early Release (Students only 12/17, 6/3)
Intervention/enrichment	New Teacher Orientation

Weather day	Start 9 Weeks
No School	End 9 Weeks
Teacher Workday	STAAR/EOC



## 2021-2022 School Calendar

### Fabens Independent School District



July 2021						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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August 2021						
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September 2021						
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October 2021						
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31						

November 2021						
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December 2021						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<b>July</b>		5-9	District Closure
	26	New Teacher Orientation	
	27-29	Staff Development	
	30	Teacher Work Day	

<b>August</b>		2	First Day of School
	25-26	Open House	
	27	Early Release	

<b>September 6</b>		Holiday, Labor Day	
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<b>October</b>		4	Staff Development
	5-15	Intervention/ Enrichment	

<b>November</b>		22-26	Holiday, Thanksgiving
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<b>December</b>		17	Early Release Students
	20-31	Holiday, Winter Break	

<b>January</b>		3	Students Return
	17	Holiday, Martin Luther King	

<b>February</b>		16-17	Parent/Teacher Conferences
		Early Release	

<b>March</b>		7-11	Intervention/ Enrichment
	14-18	Spring Break	
	25	Cesar Chavez Day, Staff Dev.	

<b>April</b>		15	Holiday, Easter Break
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<b>May</b>		30	Holiday, Memorial Day
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<b>June</b>		3	Last Day of School Students
	3	Early Release Students	
	4	Teacher Work Day	
	6-24	Intervention/ Enrichment	

January 2022						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
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20	21	22	23	24	25	26
27	28					

March 2022						
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27	28	29	30	31		

April 2022						
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May 2022						
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22	23	24	25	26	27	28
29	30	31				

June 2022						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Instructional Days/ Minutes		
1st 9 Weeks	44 Days	18,945 Minutes
2nd 9 Weeks	40 Days	17,640 Minutes
3rd 9 Weeks	44 Days	18,945 Minutes
4th 9 Weeks	52 Days	22,860 Minutes
Total	180 Days	77,520 Minutes

Option B

Grading Periods	
Aug 2 - Oct 1	1st 9 Weeks
Oct 18 - Dec 17	2nd 9 Weeks
Jan 4 - Mar 4	3rd 9 Weeks
Mar 21 - Jun 3	4th 9 Weeks

Holiday	Open House/ Parent Teacher Conference	Weather day	Start 9 Weeks
Staff Development	Early Release (Students only 12/17, 6/3)	No School	End 9 Weeks
Intervention/enrichment	New Teacher Orientation	Teacher Workday	STAAR/EOC



**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Review and Discussion of Fabens ISD Board Policy BBF (Local) – Board Members – Ethics</b>	<b>Date Requested</b>	02/24/2021
<b>Requested By:</b>		<b>Approximate Time</b>	30 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	No
<b>Action Requested:</b>		<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>		<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

BOARD MEMBERS  
ETHICS

BBF  
(LOCAL)

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 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, 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.

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Review and Discussion of Framework for School Board Development as Revised by the State Board of Education in November 2020</b>	<b>Date Requested</b>	02/24/2021
<b>Requested By:</b>		<b>Approximate Time</b>	30 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	No
<b>Action Requested:</b>		<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>		<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	



## Framework for School Board Development

The Framework for School Board Development outlines essential components needed to provide local educational programs and services to promote student academic achievement. Initially adopted by the State Board of Education (SBOE) in January 1996, the framework was first updated in July 2012.

In July 2020, the SBOE began updating the framework. The process included four meetings of an ad hoc committee, as well as two meetings of the SBOE's Committee on School Initiatives and two of the SBOE itself. The SBOE approved the framework at its meeting on November 20, 2020.

The newly adopted Framework for School Board development is available on the TEA website here: [Framework for School Board Development](#)

All EISO and LSG training materials have been updated to reflect the changes in the framework. Updated materials are available on [ShareFile](#).



[Home \(/\)](#) / [Texas Schools \(/texas-schools\)](#) / [School Boards \(/texas-schools/school-boards\)](#)  
/ [School Board Member Training \(/texas-schools/school-boards/school-board-member-training\)](#)

# Framework for School Board Development

The Framework for School Board Development outlines essential components needed to provide local educational programs and services to promote student academic achievement. Initially adopted by the State Board of Education (SBOE) in January 1996, the framework was first updated in July 2012.

In July 2020, the SBOE began the work of updating the framework. The process included four meetings of an ad hoc committee, as well as two meetings of the SBOE's Committee on School Initiatives and two of the SBOE itself. The SBOE approved the revised framework at its meeting on November 20, 2020.

## Preamble

The mission of the public education system of this state is to ensure that all Texas children have access to a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and educational opportunities of our state and nation (Texas Education Code, §4.001).

The board of trustees is the governing body for Texas public schools. To effectively meet the challenges of public education, school boards and superintendents must function together as a governance leadership team. Each leadership team will annually assess its development needs both as a corporate body and as individuals. As a team, they will focus on the improvement of locally developed student outcomes and provide support for opportunities and experiences through vision and goals, systems and processes, progress and accountability, advocacy and engagement, and synergy and teamwork. Teams ensure that their districts provide equitable and effective educational programs and services for all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

## Framework

### I. Vision and Goals

The board ensures creation of a shared vision and locally developed, measurable goals that improve student outcomes and provide support for opportunities and experiences. The board:

- Keeps the district focus on the well-being of all children
- Adopts a shared vision that incorporates input from the community to reflect local aspirations as well as present and future needs for all children
- Ensures that the vision aligns with the state's mission, objectives, and goals for education established by law or rule
- Adopts a reasonable number of specific, quantifiable, research-based, and time-bound goals that align with state law, are developed with community input, and support the vision to improve student outcomes
- Embraces, supports, and fulfills the vision that all students receive what they need to learn, thrive, and grow, including resources, opportunities, and experiences
- Uses the vision and goals to drive all deliberations, decisions, and actions

## **II. Systems and Processes**

The board ensures systems and processes are in place to accomplish the vision and goals. The board:

- Regularly develops, reviews, and adopts board policies for effective support of the district's vision and goals
- Approves a budget that aligns with and maximizes resources to fulfill the district's vision and goals
- Monitors multiple, measurable elements of student progress and achievement throughout the year
- Incorporates equity when making decisions and evaluating systems and processes
- Focuses its actions on following board operating procedures while providing oversight of the superintendent, policymaking, planning and goal setting, progress monitoring, and evaluation, while avoiding involvement in daily operations and management
- Approves goals, policies, and programs that ensure a safe and secure learning environment
- Ensures the equitable distribution of resources, opportunities, and experiences based on the diverse needs of students and schools
- Adopts a planning calendar and engages in a decision-making process consistent with state law and rule to help achieve the district's vision
- Ensures that the district's planning and decision-making process enables all segments of the community, families, and staff to meaningfully contribute to achieving the district's vision
- Welcomes and values all people and cultures as important stakeholders in the process for student success
- Ensures the district has a system that monitors for sound business and fiscal practices
- Adopts policies regarding hiring, assigning, appraising, terminating, and compensating school district personnel in compliance with state laws and rules
- Ensures the district adopts a protocol regarding the recruitment, determination of professional development needs, building of leadership capacity, and retention rates for the district's teachers
- Fulfills the statutory duties of the local board of trustees and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees



### **III. Progress and Accountability**

The board sets clear goals, provides resources and support, evaluates goal attainment, and engages in ongoing objective feedback on progress and commitments. The board:

- Holds itself accountable to its adopted vision, goals, commitments, and operating procedures
- Ensures progress toward achievement of district goals through systematic, timely, and comprehensive reviews of relevant reports and student data that illustrate progress toward locally developed student outcome goals
- Ensures equity throughout the system by regularly identifying inequities, updating policies, and appropriately distributing resources
- Differentiates among resources, intermediate measures, and outcomes, especially when focusing on student outcomes
- Monitors and evaluates the allocation of resources in support of the district's vision and goals and sustainability
- Reviews the efficiency and effectiveness of district operations and use of resources in supporting the district's vision and goals
- Employs and annually evaluates the superintendent on the achievement of district goals, including locally developed academic goals, demonstration of educational leadership, and management of daily operations

### **IV. Advocacy and Engagement**

The board promotes the vision and engages the community in developing and fulfilling the vision. The board advocates on behalf of Texas public schoolchildren. The board:

- Demonstrates its commitment to, and advocates on behalf of, the shared vision and goals by clearly communicating them to the superintendent, staff, and community
- Regularly reports district progress to families and the community, which could include an online dashboard for the community
- Ensures multiple forms of two-way communication will be used to engage, empower, and connect students, families, staff, media, and community with the district
- Builds collaborative relationships and partnerships with families and community, business, nonprofit, higher-education, education support organizations, and governmental leaders to influence and expand educational opportunities and experiences to meet the needs of students
- Recognizes the respective roles of and provides input and feedback to the legislature, State Board of Education, and the Texas Education Agency to ensure maximum effectiveness and benefit to Texas schoolchildren
- Promotes school board service by educating the community about the role of a school board and encouraging leadership opportunities within the community

### **V. Synergy and Teamwork**

The board's duties are distinct, and the board works effectively as a collaborative unit and as a team with the superintendent to lead the district in fulfilling the vision and goals. The board:

- Recognizes its distinct role in establishing the vision and the goals, adopting policies that guide the district, setting priorities, establishing governance protocols to oversee management of the district, adopting and overseeing the annual budget, and hiring and evaluating the superintendent
- Recognizes each individual trustee's duty as a trustee and fiduciary for the entire district
- Remains focused on its goals and priorities, as opposed to individual agendas separate and apart from the shared vision
- Annually evaluates its performance as a team, with attention given to the district's vision and goals; fulfilling the board's duties, responsibilities, and commitments; and the board's working relationship with the superintendent
- Makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or district and campus administrative matters
- Respects the right of individual members to express their viewpoints and vote their convictions and honors the decisions of the majority
- Develops teamwork, problem-solving, and decision-making skills as a team with its superintendent
- Understands and adheres to laws and local policies and respects the superintendent's responsibility to manage the school district and to direct employees in district and campus matters
- Adopts and adheres to established policies and procedures for welcoming and addressing ideas and concerns from students, families, staff, and the community
- Establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the board
- Understands the leadership role of the board president and adheres to local policies and procedures about the duties and responsibilities of the board officers

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## Contact Information

### School Governance

Phone: (512) 936-1533

Fax: (512) 475-3665

SchoolGovernance@tea.texas.gov (<mailto:SchoolGovernance@tea.texas.gov>)

## **Framework for School Board Development**

**Preamble:** The Board is the educational policy-making body for the District. To effectively meet the challenges of public education, the Board and the Superintendent must function together as a leadership team. Each leadership team must annually assess its development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

- 1. Vision —** The Board ensures creation of a shared vision that promotes enhanced student achievement.
  - The Board keeps the District focus on the educational welfare of all children.
  - The Board adopts a shared vision based on community beliefs to guide local education.
  - The Board ensures that the vision supports the state's mission, objectives, and goals for education established by law and/or rule.
  - The Board ensures that the District's vision expresses the present and future needs of the children and community.
  - The Board uses the vision to assess the importance of individual issues that come before the Board and demonstrates its commitment to the vision by using the vision to guide all Board deliberations, decisions, and actions.
  - Individual Board members should not have individual agendas separate and apart from the shared vision.
- 2. Structure —** The Board provides guidance and direction for accomplishing the vision.
  - The Board recognizes the respective roles of the legislature, the State Board of Education, the Texas Education Agency, and the local Board in the governance of the District.
  - The Board fulfills the statutory duties of the local Board and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees.
  - The Board focuses its actions on policy making, planning, and evaluation, and restricts its involvement in management to the responsibility of oversight.
  - The Board adopts a planning and decision-making process consistent with state law and/or rule that uses participation, information, research, and evaluation to help achieve the District's vision.
  - The Board ensures that the District's planning and decision-making process enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the District's vision.



**BOARD MEMBERS  
TRAINING AND ORIENTATION**

**BBD  
(EXHIBIT)**

- The Board develops and adopts policies that provide guidance for accomplishing the District's vision, mission, and goals.
  - The Board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the District's vision, mission, and goals.
  - The Board adopts goals, approves student performance objectives, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
  - The Board approves goals, policies, and programs that ensure a safe and disciplined environment conducive to learning.
  - The Board oversees the management of the District by employing the Superintendent and evaluating the Superintendent's performance in providing education leadership, managing daily operations, and performing all duties assigned by law and/or rule and in support of the District's vision.
  - The Board adopts policies and standards for hiring, assigning, appraising, terminating, and compensating District personnel in compliance with state laws and rules.
3. **Accountability** — The Board measures and communicates how well the vision is being accomplished.
- The Board ensures progress toward achievement of District goals through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the Superintendent.
  - The Board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the Superintendent and directs the Superintendent to make modifications that promote maximum achievement for all students.
  - The Board ensures that appropriate assessments are used to measure achievement of all students.
  - The Board reports District progress to parents and community in compliance with state laws and regulations.
  - The Board reviews District policies for effective support of the District's vision, mission, and goals.
  - The Board reviews the efficiency and effectiveness of District operations and use of resources in supporting the District's vision, mission, and goals.
  - The Board evaluates the Superintendent's performance annually in compliance with state laws and regulations.
  - The Board annually evaluates its own performance in fulfilling the Board's duties and responsibilities, and the Board's ability to work with the Superintendent as a team.

**BOARD MEMBERS  
TRAINING AND ORIENTATION**

**BBD  
(EXHIBIT)**

- 4. Advocacy — The Board promotes the vision.**
- The Board demonstrates its commitment to the shared vision, mission, and goals by clearly communicating them to the Superintendent, the staff, and community.
  - The Board ensures an effective two-way communication system between the District and its students, parents, employees, media, and the community.
  - The Board builds partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students.
  - The Board supports children by establishing partnerships between the District, parents, business leaders, and other community members as an integral part of the District's educational program.
  - The Board leads in recognizing the achievements of students, staff, and others in education.
  - The Board promotes school board service as a meaningful way to make long-term contributions to the local community and society.
  - The Board provides input and feedback to the legislature, State Board of Education, and the Texas Education Agency regarding proposed changes to ensure maximum effectiveness and benefit to the schoolchildren in the District.
- 5. Unity — The Board works with the Superintendent to lead the District toward the vision.**
- The Board ensures that its members understand and respect the need to function as a team in governing and overseeing the management of the District.
  - The Board develops skills in teamwork, problem solving, and decision making.
  - The Board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the Board.
  - The Board understands and adheres to laws and local policies regarding the Board's responsibility to set policy and the Superintendent's responsibility to manage the District and to direct employees in District and campus matters.
  - The Board recognizes the leadership role of the Board President and adheres to law and local policies regarding the duties and responsibilities of the Board President and other officers.
  - The Board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, parents, employees, and the community.
  - The Board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or District and campus administrative matters.

Fabens ISD  
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**BOARD MEMBERS  
TRAINING AND ORIENTATION**

**BBD  
(EXHIBIT)**

- The Board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

*Adopted by the State Board of Education, January 1996, as authorized by 19 TAC 61.1; revised July 2012.*

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Review, Discussion and Possible Revisions of Fabens ISD Board Operating Procedures</b>	<b>Date Requested</b>	02/24/2021
<b>Requested By:</b>		<b>Approximate Time</b>	30 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	
<b>Action Requested:</b>	Board Recommendation / Board Decision	<b>Information Only:</b>	
<b>People Participating In Presentation:</b>		<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

# FABENS ISD

## BOARD OPERATING PROCEDURES

*Adopted July 16, 2003*

*Revised 10/2012*

### I. Developing Board Meeting Agendas:

#### A. Placing Items on Agenda

1. The Board President, the Superintendent, or any one Board member can place an item on the agenda or ask for an item to be brought back up, with member□(s) name on the item
2. A Trustee shall not ask the Superintendent during a meeting to put an item on the next agenda, when this is not an agenda item
3. In accordance with Texas Open Meeting Laws, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Government Code
  - a. The 72 hour in advance rule shall only be bypassed in emergencies
  - b. Except in those emergencies, items must be submitted seven (7) days before the Board meeting
4. Trustee shall provide backup material for their agenda items

#### B. Items that cannot be on the agenda other than for Closed Session

1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act
2. Anything that violates right to privacy, as defined by Texas Open Meetings Act cannot be placed on the agenda

#### C. Use of Consent Agenda:

1. Board requests prior to the Board meeting and after the Board receives their agenda packets must be addressed and responded to within 24 hours. However,



requests for additional information or clarification of an agenda item shall be submitted by members of the board of trustees to the Superintendent no later than Monday noon, on the week of a regularly scheduled board meeting

2. Regardless of which member of the Board submits a request for additional information or clarification, the response will be submitted to all members of the Board. Such response will be provided in an approved format, which identifies the individual board member making the request, and the administrator who provided the information or coordinated the response
  3. When the response to a request for additional information or clarification of an agenda item generates additional questions, a verbal response may be coordinated between an individual board member and a member of the administration through the superintendent's office
- D. Major (new and expensive projects) agenda items, at the discretion of the Superintendent, must appear on successive agendas in the following sequence: (with three months lead time)
1. As an Information item
  2. As a Discussion item (perhaps through several drafts)
  3. Finally as an Action item
- E. On major agenda items or items with a deadline, they will be put on the agenda at least two regular Board meetings prior to when final action is required

Board President will remind Board member when questions could/should have been submitted prior to Board meeting.

## II. Member Conduct During Board Meetings

- A. All board members are expected to model the Character Education Traits and follow Robert's Rules of Order
- B. If during a meeting, a Board member violates Robert's Rules of Order, the following disciplinary procedures will be enforced:

1. President or any member will ask for a recess and the President and Vice-President will talk privately with the offending board member
  2. If the offending member continues to be in violation, a public warning will be issued in open session by the President
  3. If the offending Board member continues to be in violation, any member of the Board may call for public censure and removal from that meeting, requiring a 2/3 vote according to Robert's Rules of Order
- C. President will not recognize member for personal privilege until at the end of board meeting. Personal privilege will not be used to chastise, embarrass or disagree with another Board member
- D. Voting
1. All members, including the Board President, will vote on all action items and
  2. A member will not abstain from voting except in the case of a personal conflict of interest, which is at the exclusive judgment of the Trustee who wishes to abstain.
- E. Persons addressing the Board
1. When a member or members of the public are disruptive they will receive a verbal warning from the President
  2. When a member or members of the public continue with a second infraction, the President will ask security to escort the person or persons off the premises and he/she may not return during that meeting
- F. Agenda item discussion by Board members
1. Each member will have the opportunity to discuss an item at least once before the item may be tabled or postponed.
  2. The member placing an item on the agenda will be allowed to make the motion and given the opportunity to discuss an item first. The intention is to save the Board time by allowing the member the opportunity to explain their reasons for placing an item on the agenda.
  3. Members must limit their discussion to the pros and cons of the item under discussion.
  4. Time limits on discussion:

- a. Each member will be allowed to discuss an item twice for three minutes each time
- b. If a member feels that the item requires additional time, the member may move that the Board suspend the rules. Such a motion requires a second a majority vote.

III. Information or reports requested by Board member between Board meetings

- A. A Board member may request existing information and/or reports through the Superintendent. If the information does not exist and a report must be generated that will require more than one hour by staff, it must be requested through an agenda item and a majority vote of the Board.
- B. A response from the attorney requiring more than an hour of billable time, must be requested through an agenda item and a majority vote of the Board, unless both the president and the superintendent agree that the item cannot wait for the next regularly scheduled meeting. If the item is directly related to the superintendent, the president and an additional Trustee may request the report.

IV. Citizen Request/Complaint to individual Board member

- A. When a citizen complains to a Board member, the Board member should:
  - 1. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board
  - 2. Refer citizen to appropriate person in the chain-of-command
  - 3. Board member shall inform Superintendent of complaint
- B. When appropriate, the Superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board member

V. Employee Request/Complaint to individual Board member

- A. When an employee complains to a Board member, the Board member should:
  - 1. Remind employee of chain-of-command
  - 2. Remind employee of the due process procedure and remain impartial

3. Board member is encouraged to discuss the incident with Superintendent in a timely fashion

VI. Board member visits to school campus

- A. Board members are encouraged/expected 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 of personnel
- C. Board members must notify principal through the Superintendent's office of visits to campuses when they are not attending a scheduled activity

VII. Communications

- A. The Board President will meet with the Superintendent on a routine weekly basis
- B. Information sent to any Board member will be distributed to all Board members
- C. Board will keep Superintendent informed via telephone calls or personal visits
- D. Board will communicate with the community through public hearings, regular Board meetings, and regular publications
- E. Individual Board members cannot speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board without prior authorization of the Board

VIII. Evaluation of Superintendent

- A. See attached superintendent evaluation instrument and process (being developed)

IX. Evaluation of Board

- A. The Superintendent and the Board evaluations are the same. The TEAM OF EIGHT concept is compelling, therefore the Superintendent and Board shall succeed or fail together.
- B. Evaluation of the Board will be conducted in a workshop session



- C. Evaluation of the Board will be conducted every June
- D. See attached Board evaluation instrument (being developed)

X. Selection of Board Officers

- A. Election of Officers: At the first meeting after each election and certification of newly elected Trustees, the members of the Board shall organize by electing the following officers:
  - 1. A president, who shall have been a member of the Board for at least one year prior to election
  - 2. A vice-president, who shall be a member of the Board
  - 3. A secretary, who shall be a member of the Board

XI. Role and Authority of Board Member and/or Board Officer

- A. Set down by State statute
- B. No Board member or officer has authority outside the Board meeting
- C. No Board member can direct employees in regard to performance of duties
- D. The Board President shall:
  - 1. Preside at all Board meetings
  - 2. Appoint committees
  - 3. Call special meetings
    - a. The President of the Board shall call a special meeting at the President's discretion or on request by three or more members of the Board
  - 4. Sign all legal documents required by law
- E. The Vice-President shall:
  - 1. Act in capacity of President in the absence of the President
  - 2. Sign or countersign warrants or other documents as necessary
- F. The Secretary shall:
  - 1. Keep, or cause to be kept, an accurate record of the proceedings of Board Meetings
  - 2. Send, or cause to be sent, all notices of Board meetings
  - 3. Act in role of President in the absence of the President and Vice-President

4. Sign or countersign warrants and other documents as necessary

## XII. Role of Board in Executive Session

- A. Agenda Posting for Executive Sessions. The posted agenda will list major topics to be discussed in executive session, as identified later in this Policy. Tex. Gov't Code 551.041
- B. Entering Executive Session. The Board may enter into executive session after the following requirements have been met:
  1. The Board has first been convened in open meeting for which notice has been given
  2. The presiding officer has publicly announced in open meeting that an executive session will be held
  3. The presiding officer has identified the section or sections of Chapter 551, Tex. Gov't Code, which authorize the holding of such closed or executive session
  4. The presiding officer has publicly announced that no final action, decision, or vote will be taken by the Board while in executive session 551.101
- C. Matters Under Discussion. Executive sessions are authorized for the following purposes:
  1. For a private consultation with the Board's attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Code of Professional Responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act (to be identified as Legal Matters in the notice) 551.071
  2. To discuss the purchase, exchange, lease, or value of real property and negotiated contracts for prospective gifts or donations (to be identified as Real Estate/Donations in the notice) 551.072
  3. To consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee or to hear complaints or

charges against a public officer or employee unless such officer or employee requests a public hearing (to be identified as Personnel in the notice)

Atty.Gen.Op. H-496 (1975), 551.074

4. To consider discipline of a public school child or children unless an open hearing is requested in writing by a parent or guardian of the child (to be identified as Hearings in the notice) 551.082
  5. To consider the deployment or specific occasions for implementation of security personnel or devices 551.076
  6. To deliberate regarding the standards, guidelines, terms or conditions the Board will follow or instruct its representatives of employee groups under consultation agreements provided for by Section 13.901 of the Texas Education Code 551.083
  7. To discuss any other item authorized by law to be considered in executive session
- D. Actions, Decisions or Votes. No final action, decision, or vote shall be taken while the Board is in closed or executive session. The presiding officer shall so state prior to entering into executive session. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting 551.102
- E. Record of Items Discussed in Executive Session. The record of Executive Session proceedings shall be provided for review by every Board member present prior to sealing

### XIII. Media Inquiries to the Board

- A. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention
- B. A Board member should only speak to media about his/her position on an issue; not what the Board thinks or speculation about the future

### XIV. Anonymous Phone Calls and/or Letters

- A. The Fabens ISD 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. The only exception to this will be in the case of a potential child abuse report.

XV. Response to Signed Letters of Complaint

- A. The Fabens ISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response using a standard form will be *sent by Board member*. The Superintendent will respond and send copy to all board members

XVI. Reviewing Board Operating Procedures

- A. Standard Board Operating Procedures will be reviewed and updated annually in June and will be part of Board training and orientation



**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Fabens ISD Superintendent Evaluation</b>	<b>Date Requested</b>	02/24/2021
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	1 hour
<b>Division Approval:</b>		<b>Action Needed:</b>	
<b>Action Requested:</b>	Board Recommendation Board Decision	<b>Information Only:</b>	
<b>People Participating In Presentation:</b>		<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

Superintendent Evaluation Instrument delivered prior to the meeting.

**This item may be taken into Executive Session per Tx. Gov't. Code 551.074 at:** \_\_\_\_\_  
(State time closed)

**Session reconvened at:** \_\_\_\_\_  
(Stater time opened)

**Action Taken:** \_\_\_\_\_

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Discussion and Possible Action on Fabens ISD Superintendent Employment Contract and Compensation</b>	<b>Date Requested</b>	02/24/2021
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	45 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	
<b>Action Requested:</b>	Board Recommendation / Board Decision	<b>Information Only:</b>	
<b>People Participating In Presentation:</b>		<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

**This item may be taken into Executive Session per Tx.  
Gov't. Code 551.074 at: \_\_\_\_\_**  
(State time closed)

**Session reconvened at: \_\_\_\_\_**  
(Stater time opened)

**Action Taken: \_\_\_\_\_**

**FABENS ISD  
BOARD OF TRUSTEES**

Date: 02/24/2021 Presented By: Presiding Officer  
Subject: Adjourn Related Page(s) N/A

**Action**

**BACKGROUND INFORMATION:  
ADJOURN**

If there is no further business the meeting is adjourned at \_\_\_\_\_ p.m.

**Note:**

When a body has completed the scheduled order of business at a **meeting** and there is no further business for the assembly to consider at that time, the chair may simply declare the **meeting** adjourned without a **motion** having been made.