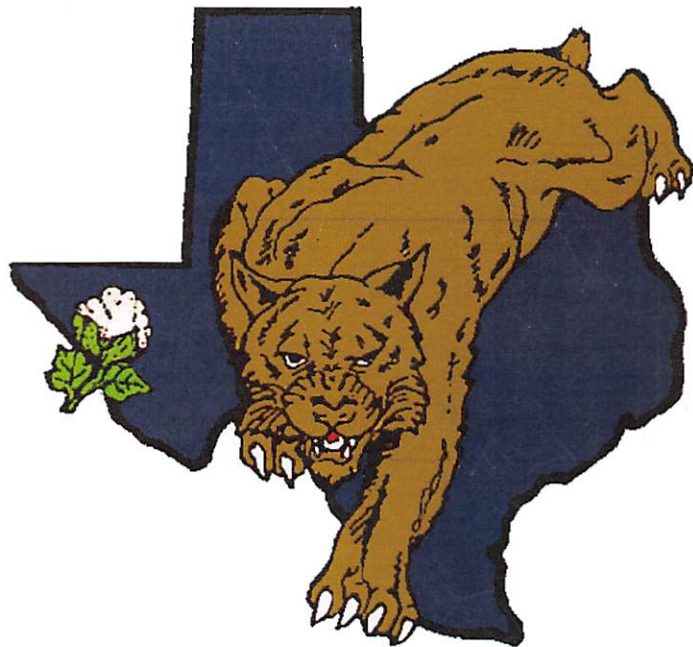


Board Book



Fabens ISD

Workshop Meeting

Wednesday, March 24, 2021 @ 5:30 PM

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

**Notice of Workshop Meeting
Board of Trustees
Wednesday, March 24, 2021**

A Workshop Meeting of the Board of Trustees will be held on Wednesday, March 24, 2021, beginning at 5:30 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.

- | | |
|---|-----------|
| 1. Call to Order, Roll Call and Pledge of Allegiance | 3 |
| 2. Communication and Visitors | 4 |
| A. Public comments related to this Special Workshop 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: https://rb.gy/k1sgj2 to submit your form no later than one (1) hour prior to this 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:
https://rb.gy/c6nte0
or at
www.fabensisd.net on Fabens ISD Announcement
Webinar ID# 922 8400 8972 | |
| 3. Lone Star Governance | |
| A. Review and Finalize Fabens ISD Board Self-Constraints | 5 |
| B. Review and Update Fabens ISD Board Operating Procedures | 7 |
| 4. Adjourn | 17 |

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)]

Friday, March 12, 2021

For the Board of Trustees

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

Date: 03/24/2021 Presented By: Presiding Officer
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 March 24, 2021 Workshop 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**

TITLE	Communication & Visitors	Date Requested	03/24/2021
Requested By:	N/A	Approximate Time	Up to 15 minutes
Division Approval:	N/A	Action Needed by:	N/A
Action Requested:	N/A	Information Only:	Yes
People Participating In Presentation:	Community	Who Has Been Involved:	N/A
How Will It Benefit the District's Mission/Goals?		How Will Request Be Financed?	
		Cost to District:	

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**

**Lone Star Governance
Board Agenda Item**

TITLE	Review and Finalize Fabens ISD Board Constraints	Date Requested	03/24/2021
Requested By:	Board/Dr. Vijil	Approximate Time	1 hour
Division Approval:		Action Needed:	No – Training
Action Requested:		Information Only:	No
People Participating In Presentation:	Ms. Monica Jaloma, Dr. Veronica Vijil and Board	Who Has Been Involved:	
How Will It Benefit the District's Mission/Goals?		How Will Request Be Financed?	
		Cost to District:	

**FABENS ISD
BOARD OF TRUSTEES**

**Lone Star Governance
Board Agenda Item**

TITLE	Review and Update Fabens ISD Board Procedures	Date Requested	03/24/2021
Requested By:	Board/Dr. Vijil	Approximate Time	1 hour
Division Approval:		Action Needed:	No – Training
Action Requested:		Information Only:	No
People Participating In Presentation:	Ms. Monica Jaloma, Dr. Veronica Vijil and Board	Who Has Been Involved:	
How Will It Benefit the District's Mission/Goals?		How Will Request Be Financed?	
		Cost to District:	

Fabens Trustees:

On March 24, 2021, we will come together to begin reviewing and updating your Board Operating Procedures. To facilitate this process, please do the following before our meeting:

- **Read the attached FISD Board Procedures**
- **As you read, identify areas that may need to be more specific or may not be clear enough**
- **Please bring your notes and be ready to share during our time together**

Looking forward to our time together. See you in a couple of weeks!

Mónica Jaloma

***Professional Development Consultant
Lone Star Governance Coach***

Leadership and Accountability



**Education Service Center-Region 19
6611 Boeing Dr.**

El Paso, TX 79925

Office: (915) 780-5382

Fax: (915) 780-5033

FABENS ISD

BOARD 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**

Date: 03/24/2021 Presented By: Board President
Subject: Adjourn Related Page(s) N/A

Action

**BACKGROUND INFORMATION:
ADJOURN**

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

Motion By: _____

Second By: _____