

HAMSHIRE-FANNETT ISD



BOARD OF TRUSTEES STANDARD OPERATING PROCEDURES

Updated: 1/13/25

Approved: 2/25/13

Board of Trustees Standard Operating Procedures Hamshire-Fannett ISD

Mission/Vision Statement

The mission and vision of Hamshire-Fannett Independent School District is to provide all students the opportunity to attain their maximum potential as productive citizens by offering a safe environment and exemplary education that reflects the moral and ethical values of the community.

I. Developing Board Agenda

(From BE LOCAL)

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.

Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of any meeting all Trustee-requested topics that have been timely submitted. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

II. Board Meetings-Place/time

(From BE LOCAL)

Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Board room of the Administration Building.

Regular meetings of the Board shall be held on the fourth Monday of each month at 6:00 p.m. When determined necessary and with the consensus of the Board, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.

The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting. *(In the interest of accountability, members should notify the Superintendent's office as far in advance as possible if they anticipate being absent or late for any particular meeting.)*

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting.

III. Board Agenda Outline

(From BE LOCAL)

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

IV. Audience Participation

(From BED LOCAL)

Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views to the board.

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the

agenda item or topic on which they wish to address the Board. Public comment shall occur at the beginning of the meeting. Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.

Any person wishing to address the Board concerning an item on the agenda for an open meeting must register with the Board secretary by email at egilpin@hfhorns.net no later than 10:00 a.m. the day of the Board meeting. Any person wishing to address the Board concerning an item not on the Agenda can register with the Board Secretary at any time prior to the Board meeting. Speakers will not be permitted to criticize HFISD employees, whether addressing the Board on an Agenda item or a subject not on the posted Agenda.

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer shall request assistance from law enforcement officials to have the person removed from the meeting.

V. Board Conduct

(From BBE LOCAL)

The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act.

When a proposal is presented to the Board, a discussion shall be held and a decision reached. Although there may be dissenting votes, which are made a matter of public record, each Board Decision shall be an action by the whole Board binding upon each member.

Board members as individuals shall not exercise authority over the District, its property or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.

An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.

Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies.

At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements.

If parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policies.

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

VI. Meeting Procedures

(From BE LOCAL)

The Board shall observe the parliamentary procedures as found in Robert's Rules of Order Newly Revised, except as otherwise provided in Board procedural rules or by laws. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting shall be by voice or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the

business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of any item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

(From BDAA LOCAL)

The president of the Board shall preside at all Board meetings unless unable to attend; have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

VII. Board Member Communication with Staff (other than the Superintendent)

If an employee brings concerns or complaints to an individual Board member, the Board member will hear the employee's problem for full understanding of persons involved, date and place. The Board member will:

1. Repeat the problem back to the employee.
2. Issue chain of command to the employee.
3. Remind the employee of due process and that the Board member must remain impartial in case the situation goes before the Board.

THE EMPLOYEE MUST GO THROUGH THE CHAIN OF COMMAND
The Board member should talk to the superintendent as soon as possible. The employee will hear something from the Superintendent or their designee within a timely fashion unless the employee requests no contact from the Superintendent. The Superintendent shall share the resolution with Board members.

For communication coming from a staff member to the board member:

- A. If the communication is a complaint, the board member will listen respectfully and then refer the staff member back to the chain of command so that district policy can be applied in resolving the issue.
- B. If the conversation is not in the nature of a specific complaint, the board member will inform the Superintendent of the conversation as soon as practical.

- C. In the event the board member desires additional information regarding the conversation, he or she will negotiate an acceptable time frame with the Superintendent for the information to be collected and made available to the Board as a whole.
- D. It should be remembered that policy BDD (LOCAL) speaks to the *Board* consulting with the school district attorney, not *individual* board members.

VIII. Anonymous Phone Calls and/or Letters

The Hamshire-Fannett 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. Confidentiality is strictly maintained when possible.

IX. Board Members' Request for Additional Information

Requests for written/verbal information and/or reports (short answers or information that is readily available) will be provided by the Superintendent to all board members.

(From BBE LOCAL)

Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.

Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.

The superintendent and/or designee will provide periodic updates on school operations and student achievement.

X. Campus Visits

Individual board members are welcome and encouraged to visit campuses at any time during school hours according to the following protocols:

- As a general rule, campus visits by individual board members should be planned in advance. Since a school campus is a place of business, appointments to meet with specific teachers or administrators should be pre-arranged so as not to interfere with planned or on-going campus activities.
- Board members shall advise the Superintendent whenever a campus visit is planned. This should be done prior to the visit, but the campus receptionist can make notifications at the time of the visit.
- In all cases, visiting board members will check in with the campus receptionist immediately upon arrival on campus. If the Superintendent's office has not been notified of the visit, the campus receptionist should notify the Superintendent's office that a board member is on campus.

Individual board members must always be aware of the legal limits of their authority whenever campus visits are made. Board members must also be aware of the fact that the operation of the campuses is a responsibility of the Superintendent and the campus principals subject to state and federal law and local board policy. Accordingly, this is not intended to impede the duties of board members in meeting the obligations of the office to which they were elected. Rather, it is to establish procedures by which these obligations can be effectively met.

XI. Board Training

A. New Board Member Orientation

In order to ensure a smooth transition for newly elected board members, any citizen who expresses interest in running for the Board, shall be informed of the Board Candidate Workshop through Region 5 ESC and encouraged to attend.

The post-election Local District Orientation shall be held no more than 60 days after the election. The post-election orientation shall include a

review/introduction to the following:

1. District Improvement Plan
2. Board Operating Procedures along with Roles & Responsibilities of Board Members
3. Board Training Requirements
4. Schedule of School Visits

B. Continuing Education Requirements for School Board Members

See Appendix "A " on next page

XII. Annual Review of Standard Operating Procedures

During the Board's annual (January) review of their Standard Operating Procedures, the Mission statement shall be considered for re-adoption and if revised, submitted to TASB for updating of policy AE (LOCAL).

XIII. Board Protocols for Graduation

1. Current serving Board members may present diplomas to family members and request from community members.
2. Previous serving Board members may present diplomas to family members upon request.
3. Current and past School Board Members shall receive an admission pass to all athletic and UIL functions upon request. (review)

Required School Board Trainings

Required Continuing Education	First Year in Office	Subsequent Years in Office	Contact
Local District Orientation	Three hours within the first 120 days in office	N/A	Local District
Orientation to the Texas Education Code	Three hours within the first 120 days in office	N/A	Region 5 ESC
Update to the Texas Education Code	Following each legislative session and of sufficient length to address major changes		Region 5 ESC or Registered Provider *Provided in the LSG Workshop
Evaluating and Improving Student Outcomes (EISO)	Three hours within the first 120 days in office	Three hours every two years	Region 5 ESC or Registered Provider *Provided in the LSG Workshop *May count as Team-building
School Safety	Two hours within the first 120 days in office	Every two years	TEA Learn TEA Learn Support
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	One hour within the first 120 days in office	One hour every two years	Region 5 ESC or Registered Provider
Public Information Act (PIA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Open Meetings Act (OMA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Team-building (Team-of-eight)	Three hours	Three hours every year	Region 5 ESC or Registered Provider *Provided in the LSG Workshop
Additional Education based on Framework for School Board Development	Ten hours	Five hours every year	Region 5 ESC or Registered Provider *Provided in the LSG Workshop
Cybersecurity	Varies by provider	Every year	Department of Information Resources