

PURPOSE

The purpose of this policy is to convey the dates, times, and intent of meetings and committees or “teams” of the Board of Trustees.

OVERVIEW

The Board, in quorum, meets to govern the District. Regularly scheduled meetings and workshops are crucial vehicles by which the Board executes its responsibility as a governing body. Board committees or “teams” further allow for the refinement of work prior to meetings of the Board in Quorum.

BOARD MEETING  
PLACE

Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the school administration building, 8th and North Sam Houston Street.

BOARD MEETING  
TIME

Regular meetings of the Board shall be held on the third Tuesday of each month at ~~7:00~~ 6:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for ~~that~~ such a meeting change shall reflect the changed date and/or time.

SPECIAL OR  
EMERGENCY  
MEETINGS

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 ~~four~~ two members of the Board. The posting requirement for a special meeting is 72 hours prior to the meeting.

The President shall call an emergency meeting when it is determined by the President or ~~four~~ two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting. The posting requirement for an emergency meeting is 2 hours prior to the meeting.

AGENDA

DEADLINE

The deadline for submitting items for inclusion on the agenda is noon of the fifth calendar day before regular meetings and noon of the fifth calendar day before special meetings.

PREPARATION

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. 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 the meeting all Trustee requested topics that have been timely submitted.

Before the official agenda is finalized for any meeting, the Superintendent shall consult 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. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee’s specific authorization.

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AGENDA  
DISTRIBUTION

A copy of the agenda and information on the agenda items will be sent to each Trustee at least five days in advance of the regular meeting by the Superintendent or designee.

The Superintendent shall prepare extra agenda copies and such background materials for each meeting as deemed necessary and desirable for distribution to members of the audience at each meeting.

The Superintendent shall also have an additional copy of the agenda booklet assembled and distributed (or made available) without charge to the following, under arrangements deemed suitable by the Superintendent:

1. A representative of each of the news media, as requested, in order to assist the media in the timely and proper reporting of school business and news to Ector County citizens.
2. Various recognized Ector County teachers and parent-teacher organizations, as determined by the Superintendent, not to exceed seven in number.
3. The school attorney.

~~4. The Ector County Library.~~

The Superintendent shall also see that one additional copy of the agenda booklet is made available to members of the audience for 30 minutes immediately prior to and during Board meeting for reference purposes at a location convenient to the audience in the room where such meeting is being held, under such an arrangement that it cannot be removed from this location during the meeting by anyone, but will continue to be open and available to all of the audience throughout the meeting.

Any interested person may also obtain a copy of the agenda booklet prior to or at a Board meeting in the following manner:

1. Oral or written request of a copy shall be made to the Office of the Superintendent not less than ten days prior to the regular Board meetings and not less than three days prior to special Board meetings, in order to allow time for efficient assembly.
2. The person requesting a copy shall inform the Superintendent's office of his or her phone number and a time period when a call can be made by the Superintendent's office to inform the person that the booklet is available for pickup and the charge being made for the copy, such charge to be exactly, or as nearly as possible, the actual total cost to the District of the reproduction and assembly required for the copy, utilizing the least expensive means practicable for reproduction. However, in no event shall the charge exceed \$.10 per page.

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3. Such person may then pick up his or her copy at any time during the business hours of the Superintendent's office or immediately prior to the start of the Board meeting, upon payment of the charge.
4. If any person requests a copy of the agenda booklet, but fails to pick it up and pay the charge at or prior to the Board meeting, any future requests by such person must be accompanied by payment of the established charge, or of an estimated charge where the exact charge cannot yet be determined, with an adjustment to be made when the copy is picked up.
5. A "standing request" for all future agenda booklets may likewise be made by any interested person, but failure to pick up and pay the charge for any one at or prior to the particular Board meeting shall terminate such standing order; any future requests shall be handled as in item 4, above.

NOTICE TO  
MEMBERS

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.

CLOSED MEETING

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

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

ORDER OF BUSINESS

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.

WORK SESSIONS

Board Work Sessions may be scheduled as needed, with an agenda established in advance by the Superintendent in consultation with the Board Presiding Officer.

By no later than December 31 of each year, the Board shall schedule a strategic planning retreat to prepare for the budget formulation and any other topics as deemed necessary.

PRESS  
CONFERENCES

Conference with the news media for the purpose of conveying official District information to the public are not meetings subject to any of the notice and posting requirements of the Open Meetings Act, so long as no deliberation concerning public business takes place by Members of the Board. Such conferences shall normally be coordinated through the Superintendent's office, after notification to each Board Member. Press conferences on behalf of the Board shall not be conducted for the purpose of conveying information about a matter for which no official action by the Board has taken place.

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RULES OF ORDER

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 law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

BOARD MEETING SCRIPT

INTRODUCTION

- This regular meeting of the Ector County Independent School District Board of Trustees is hereby called to order.
- I wish to extend a warm welcome to everyone to this (Date) meeting of the Board of Education. This is to certify that the provisions of Section 551.001 of the Texas Government Code have been met in connection with public notice of this meeting.
- As the Board of Trustees, we are here to set goals, listen to reports of the Superintendent, approve budgets, contracts, and personnel appointments, and make policy for the District. We are not here to make management decisions or solve the concerns of individuals. Management is the responsibility of the Superintendent.
- This is a meeting in public. You are our guests, and you are welcome to observe, listen, or participate as outlined in Local Board Policy BED.
- In compliance with the State Government Code on Open Meetings, these proceedings are being videotaped and will become part of ECISD's permanent legal record.
- In order that the tape will adequately reflect the proceedings, please refrain from talking while others are speaking.
- I ask also that you turn-off the sound of all electronic devices. I am pleased that you have taken time this evening to join us.
- Thank you for your interest in the Ector County Independent School District
- [GO TO FIRST AGENDA ITEM]

PUBLIC  
RECOGNITION for  
OPEN MEETING

In Verification of Compliance with Open Meeting Law: This is to certify that the provisions of Section 551.001 of the Texas Government Code have been met in connection with public notice of this meeting.

PUBLIC  
RECOGNITION for  
BOARD OF  
EDUCATION  
MEETING

The Board will now recognize members of the public who have indicated they wish to comment on agenda items.

Public comments will be limited to FIVE minutes per person with a total time limit of 45 minutes. The Board Secretary will keep track of

your time. When the FIVE minutes have expired we will recognize the next speaker.

Rules for Public Recognition (optional reading):

- Time limits will be enforced
- Personal attacks on individuals will not be tolerated
- Indecent language will not be tolerated

VOTING

Voting shall be by voice vote or show of hands. The number of “Ayes” and “Nayes” on each motion shall be recorded in the minutes; upon request, a member’s vote or failure to vote shall be made a matter of record in the minutes of the meeting. All members should vote, or officially abstain, on each motion. The President shall have a vote on each motion.

CONSENT AGENDA

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

MINUTES

The recorded minutes of all meetings shall be approved by vote of the Board, shall be signed by the President and the Secretary of the Board, and shall serve as the legal record of actions taken by the Board.

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.

The Board shall prepare and retain minutes of each of its open meetings. The minutes shall include:

1. The subject matter of each deliberation.
2. Indicate each vote, order, decision, or other action taken by the Board.

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

RECORDING

The Board encourages the press, the media, and all interested individuals to attend Board meetings and to videotape or record all or any part of the open proceedings. To this end, the District and its staff shall seek to facilitate all reasonable requests relating to videotaping or recording activities. The Board does not intend to prevent or unreasonably impair recording; however, the purpose of the meeting is to conduct school business and the proceedings shall not be interrupted for the purpose of accommodating

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any individual's camera coverage or tape recording. The presiding officer shall seek to minimize the potential for disruption and may stop the sonic or visual reproduction if the individual operating the equipment or the equipment is being disruptive or in any way interfering with the orderly conduct of the Board meeting.

DISCUSSIONS AND  
LIMITATION

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 an 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.

COMMITTEE/TEAM

The Board shall detail and operate a committee/team structure that provides a venue by which to address matters of Board Governance,