

Era ISD

School Board Operating Procedures

Welcome to a meeting of the Era ISD Board of Education. This is a business meeting of the EISD Board held in public. The information in this brochure is designed to define some of the procedures used during the meeting as well as review several School Board practices. Unless otherwise provided in the notice for a meeting, regular meetings of the Board will be held on the third Monday of each month at 6:00 p.m. in the district boardroom.

1. Developing the Board Agenda

The Board meeting agenda is typically developed the week before the meeting, no later than noon of the third calendar day before the meeting. Board members may request to the Board President any item they wish to have considered for placement on the agenda. In accordance with the Texas Open Meeting Laws, no member can place an item on the agenda less than 72 hours in advance of the meetings, except in an emergency.

In the event that an in-person Board meeting format is not deemed safe as a result of a public health concern, Board meetings will be broadcast online and opportunities for public participation will be offered virtually. Detailed instructions and links will be provided where the meeting agendas are regularly posted, both physically and online.

2. Board Agenda Format

The Board meeting agenda is formatted to include citizens' comments, a consent agenda, discussion items, action items, and information items. A closed session notice is placed on the agenda to address legally appropriate items such as personnel and legal issues.

The deadline for submitting items for inclusion on the meeting agenda is the fourth calendar day prior to the

meeting. Any Board member may request that a subject be included on the agenda. The Board President will give final approval and confirmation to the Superintendent of each meeting agenda.

3. Addressing the Board

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with BED(LOCAL). 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 requested by the presiding officer.

- ◆ 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. Public comment shall occur at the beginning of the meeting.

Individuals must notify the presiding officer before the meeting begins by signing a list at the meeting, and indicating the topic about which they wish to address the Board. There are rules governing Open Forum:

- a. There is generally a five-minute time limit on presentations; no individual may be given less than one minute to make comments.
- b. The presiding officer may make reasonable adjustments to public comment procedures or modify the order or timeline of presentation of agenda items or public comments to maintain effective meeting management.
- c. Board members may provide specific factual information or policy in response to inquiries, but will not deliberate or decide on matters not listed on the posted meeting agenda.
- d. The presiding officer will determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person will be referred to the

appropriate school personnel or the appropriate policy to seek resolution. [see DGBA-employee complaints, FNG-student or parent complaints, GF-public complaints]

- e. The Board will not tolerate disruption of the meeting by members of the audience. Failure to comply with warnings will result in removal from the meeting.

4. Meeting Procedures and Information

- a. The Board shall observe Robert's Rules of Order parliamentary procedures.
- b. A majority of the Board (e.g. four members) constitutes a quorum for all meetings.
- c. The Board President can vote on all action items.
- d. The Board President will recognize each member prior to any question to discussion on agenda topics.
- e. No Board member has authority outside the Board meeting
- f. No Board member can direct employees in regard to the performance of their duties.

5. General Information

- a. Board members may request any legally available information concerning the district, students, or personnel. The person providing the information shall inform the Superintendent.
- b. Before visiting a campus, Board members should notify the building principal of their visit. Board members may not go into teachers' classrooms or individual buildings for the purpose of evaluation.
- c. Board members will evaluate the Board and Superintendent (during closed session) each year.
- d. Closed session is restricted to the items listed on the closed session agenda and as limited by law. The information presented in closed session is strictly confidential.

- e. All voting will be done in open session.
- f. Anonymous phone calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration.
- g. Board officers are elected following Board member elections in November of appropriate years.

6. Communications

- a. The Superintendent will communicate with all Board members in a timely manner and will meet with the Board President on a routine basis to discuss issues of the District.
- b. The Board will keep the Superintendent informed with concerns as appropriate.
- c. The Board will communicate with the community through public meetings, special meetings, and the media.
- d. The Board President or Superintendent shall be the official spokesperson for the Board on media issues.
- e. Individual Board members cannot speak in official capacity outside of the Board meeting.

7. Procedures for Citizen/Employee Request or Complaint to an Individual Board Member

The Board member should hear the citizen’s request or complaint for full understanding of persons involved, date, and place. Then:

- a. Describe the chain of command to the citizen or employee.
- b. Refer the citizen/employee to the appropriate person or to the Superintendent.
- c. Remind the citizen/employee of Board policy and that the Board member must remain impartial in case the situation is later considered by the Board.
- d. Inform the patron/employee that the Superintendent or designee will respond in a timely fashion (unless the employee requests no contact from the Superintendent).

8. Review of Operating Procedures

These Standard operating Procedures will be reviewed and updated by the Board of Education as needed at the July meeting.

Quick Reference Directory

School Board Members

- ◆ Jeffrey Stevens, *President*..... stevensj@eraisd.net
- ◆ Chad Greer, *Vice President* greerc@eraisd.net
- ◆ Jeff Brown, *Secretary* brownj@eraisd.net
- ◆ James Eaton eatonj@eraisd.net
- ◆ Jennifer Hunter hunterj@eraisd.net
- ◆ Todd Reiter reitert@eraisd.net
- ◆ K.D. Weaver weaver@eraisd.net

District Administration..... (940)665-2007

Jeremy Thompson, Superintendent.....ext. 212
thompsonj@eraisd.net

Todd Jones, Secondary Principal.....ext. 214
jonest@eraisd.net

Courtney Stevens, Elementary Principal.....ext. 215
stevensc@eraisd.net

John Erwin, District Counselor.....ext. 213
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Terry Felderhoff, Boys’ Athletic Directorext. 216
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Don Neu, Girls’ Athletic Director.....ext. 240
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Era

Independent School District

Board of Education Standard Operating Procedures

“Educating the citizens of tomorrow is our goal for today.”



Mission Statement

The Era Independent School District exists because of the students, and therefore, our thoughts, our activities, and our endeavors are centered toward the general welfare of the child. The policy of this school is to develop the youth of this school district physically, mentally, morally, and emotionally to meet the needs of a dynamic, changing world. The curriculum provides for individual growth and development of the whole child. The instructional program provides opportunities for the development of understanding, skills, and attitudes. The administration and faculty believe that all students enrolled in the Era Independent School District can and will learn and that school does make a difference in each child’s life.