

BOARD MEETINGS

BE
(LOCAL)

PURPOSE	The purpose of this policy is to convey the dates, times, and intent of meetings and committees or “teams” of the Board.
OVERVIEW	The Board, in a 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 a quorum.
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.
MEETING TIME	Regular meetings of the Board shall be held on the third Tuesday of each month at 6:00 p.m. Work study meetings of the board shall be held on the Tuesday preceding the third Tuesday of the month, beginning at 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 such a meeting change shall reflect the changed date and/or time.
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call special meetings at the President’s discretion or on request by two members of the Board. The posting requirement for a special meeting is 72 hours prior to the meeting.</p> <p>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. The posting requirement for an emergency meeting is two hours prior to the meeting.</p>
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	<p>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.</p> <p>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</p>

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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.

AGENDA
DISTRIBUTION

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

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.

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

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.

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 the Board meeting, for reference purposes, at a location convenient to the audience in the room where such meeting is being held. However, this will be under an arrangement that the agenda booklet cannot be removed from this location during the meeting by anyone but will continue to be open and available to all members 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 meeting and not less than three days prior to a special Board meeting in order to allow time for efficient assembly.

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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, as well as the charge for the copy. Such charge shall be exactly, or as near as possible to, 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.
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 when the exact charge cannot yet be determined. An adjustment shall 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 in accordance with 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	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]</p> <p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]</p>
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.

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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 CONFERENCE

Conferences with the news media for the purpose of conveying official District information to the public are not 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 Board members. 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.

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

The Board has developed the following script as a guide for Board meetings:

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 present and to our television viewers to this 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 Board policy BED(LOCAL).

In compliance with the State Government Code on Open Meetings, these proceedings are being videotaped and will become part of the District's permanent legal record.

In order that the tape will adequately reflect the proceedings, please refrain from talking while others are speaking.

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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 District.

[GO TO FIRST AGENDA ITEM]

PUBLIC
RECOGNITION FOR
BOARD MEETINGS

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:

1. Time limits shall be enforced.
2. Personal attacks on individuals will not be tolerated.
3. Indecent language will not be tolerated.

VOTING

Voting shall be by voice vote, show of hands, or signed ballot. 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 should 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 Board shall prepare and retain minutes of each of its open meetings. The minutes shall:

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

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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 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 itself 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.

BOARD GOVERNANCE

The Board shall detail and operate a collaborative structure that provides a venue by which to address matters of Board governance. When working with District leadership and staff, the Board collaborative teams shall serve in an advisory capacity but shall not control or supervise District business, resources, or policy. The collaborative structure shall include a governance team comprised of Board officers. Should a Board officer be unable to serve, a replacement shall be appointed by the Board President in collaboration with the Superintendent. The Board governance team shall appoint high needs priority collaborative teams comprised of Board members to address matters of Board governance. Board members shall be approached by the Board President and asked to serve on a given high needs priority collaborative team. Board members can accept or decline collaborative team membership. In the same manner, the Board President shall approach Board members to chair collaborative teams.

GOVERNANCE TEAM

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Headed by the Board President, in collaboration with the Superintendent and two Board officers, the Board governance team shall be responsible for the effective functioning of the following:

1. Keeping the Board governing mission updated, facilitating and coordinating Board member participation, and monitoring the performance of the Board in relation to assigned governance roles.
2. Recommending revisions to the Board procedures manual in the interest of stronger governance of District priority areas.
3. Developing and overseeing execution of a formal Board member capacity building program, in accordance with applicable state law and regulations, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new members with senior Board members.
4. Recommending to the Board positions on legislative issues.
5. Overseeing the development and implementation of legislative/governmental relations, policies, and strategies.
6. Serving as the audit committee, in an advisory and recommendatory capacity to the full Board, which will include the full Board selecting the internal auditor and the internal auditor reporting directly to the Board.
7. Overseeing the internal audit function, including reviewing and recommending to the Board the yearly internal audit program/plan.
8. Overseeing the external audit function, including reviewing and recommending to the full Board the external audit firm selection process as recommended by the Superintendent and recommending to the full Board selection of the external audit firm on the recommendation of the Superintendent.

HIGH NEEDS
PRIORITY
COLLABORATIVE
TEAMS

As circumstances arise that require specific Board governance, a high needs priority collaborative team shall assume an advisory function but does not control or supervise District business, resources, or policy. The specific role of a high needs priority collaborative team shall be defined by the Board President in collaboration with the Superintendent. The scope of work shall be further defined by District leadership. High needs priority collaborative teams shall meet with appropriate District leadership until the scope of work has been completed and information is at a point that it is to be shared with the Board in quorum in a Board workshop or special meeting.

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The following guidelines shall apply:

1. The Superintendent shall appoint a staff liaison for each high needs priority collaborative team.
2. The Superintendent shall cite the liaison's role as well as assign the responsibility for scheduling and coordinating all meetings and agenda with the high needs priority collaborative team chair.
3. The Superintendent shall ensure the priority team liaison actively collaborates with the priority team chair regarding the structure for educating all Board members on priority work information.
4. Whenever a high needs priority collaborative team believes that the full Board should be involved in-depth in dealing with an issue, the District assigned liaison shall take the initiative in reporting the findings to the Superintendent.
5. The Superintendent shall recommend that a special full Board work session be held or additional work be performed by the priority team to be reported back to the high needs priority collaborative team. Should such occur, the District-assigned liaison shall notify the high needs priority team chair regarding a need for further study and work. After additional work and study are completed, the revised information will be taken to the Superintendent. This process will repeat itself until a recommendation is made for full Board presentation.
6. The high needs priority team chair and liaison shall determine the format and structure for the presentation of information to the full Board during a workshop and/or regularly scheduled Board meeting.
7. The high needs priority team chair and liaison shall track each high needs priority item/initiative from inception to completion by assuming the role of planning and development when appropriate and by assuming the role of performance monitoring/external relations as the item/initiative evolves or changes.
8. Each high needs priority collaborative team fully understands its role as an advisory body that does not have formal authority until the Board acts in quorum. The role of each high needs priority team shall be to provide feedback prior to formal Board presentation.
9. Each high needs priority collaborative team can assume further advisory functions after the full Board, in quorum, approves or denies the proposal.

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10. Each high needs priority collaborative team chair, in collaboration with the assigned liaison, can recommend that further information be reviewed prior to a recommendation that an item go before the full Board in quorum.
11. The assigned liaison, in collaboration with the assigned chair, shall document progress and actions after each meeting and action occurs.

GOVERNANCE AND
HIGH NEEDS
PRIORITY
COLLABORATIVE
TEAM ROLES

The governance and high needs collaborative priority teams shall serve in an advisory capacity and shall not make decisions on any matter. The governance and high needs collaborative priority teams do not control or supervise District business, resources, or policy.