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 school library.

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.

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.

3. Addressing the Board

Audience participation at a Board meeting is limited to the public comment 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 requested by the presiding officer.

♦ *Open Forum* – Citizens 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 a five-minute time limit on presentations.
b. If a group wishes to all speak on the same topic, a spokesperson may be required.
c. Board members will hear comments, but may not enter into a discussion on matters not on the agenda. The Board may choose to furnish factual information or recite existing policy in response to inquiries.
d. The President may direct the Superintendent to investigate the matter and report back to the Board.
e. 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]

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 meetings of the Board.
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.
d. Board members will evaluate the Superintendent during closed session each year.
e. 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.
f. All voting will be done in open session.
g. Anonymous phone calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration.
h. Board officers are elected following Board member elections in November of appropriate years.

6. Communications

a. The Superintendent will communicate with all Board members via email and telephone.
b. The Superintendent will meet with the Board President on a routine basis to discuss issues of the District.
c. The Superintendent will communicate information in a timely fashion to all Board members, if such information needs to be communicated prior to a Friday Report.
d. The Board will keep the Superintendent informed via telephone, email, and fax.

e. The Board will communicate with the community through public meetings, special meetings, and the media.

f. The Board President or Superintendent shall be the official spokesperson for the Board on media issues.

g. Individual Board members cannot speak in official capacity outside of the Board meeting.

7. Procedures for Patron 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 patron.

b. Refer the patron to the appropriate person or to the Superintendent.

c. Remind the citizen of appropriate policy and that the Board member must remain impartial in case the situation is later considered by the Board.

d. Inform the patron that the Superintendent or designee will respond in a timely fashion.

8. Procedure for Employee Request or Complaint to an Individual Board Member

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

a. Describe the chain of command to the employee.

b. Refer the employee to the appropriate person or to the Superintendent.

c. Remind the employee of appropriate policy and that the Board member must remain impartial in case the situation is later considered by the Board.

d. Inform the employee that the Superintendent or designee will respond in a timely fashion unless the employee requests no contact from the Superintendent.

9. 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
- Michael J. Brown, *President*
- Jaret Kindiger, *Vice President*
- Kelly Lane, *Secretary*
- Jeff Brown
- Chad Greer
- Todd Reiter
- Jeffrey Stevens

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

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

Todd Jones, High School Principal ....ext. 214
  jonest@eraisd.net

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

Don Neu, Athletic Director ....ext. 240
  neud@eraisd.net

John Erwin, District Counselor..............................ext. 213
  erwinj@eraisd.net

Era ISD
108 Hargrove Lane
Era, Texas 76238
PH: (940)665-2007, FAX (940) 665-5311

www.eraisd.net
Last revision date: 07/16/18

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.