



Floresville Independent School District

Preparing You for a Prosperous Life

FISD Board of Trustees Standard Operating Procedures

Floresville ISD Board of Trustees and the Superintendent will be honest and forthright with one another. At no time will Trustees or the Superintendent attempt to withhold from one another essential information needed for decision-making and or managing the district. Trustees and the Superintendent agree to abide by adopted policies, the code of ethics and agreed upon operating procedures (Policy BF Local).

Board Agenda and Meeting Preparation

The draft agenda will be developed jointly by the Superintendent and Board President and approved by the President. A draft annual agenda (month by month) will be developed to assist with advance preparation for meetings. Agenda items for consideration are to be provided to the Board President no later than Monday, prior to regular meetings and 3 days before special meetings. The Board President may postpone the addition of a requested item until the following regular or special meeting if additional information or research is needed, and or if the item would excessively lengthen the meeting. Agenda items requiring board action will be added after the deadline for submission only if there is a substantial need related to the ability of the district to operate effectively. Agenda additions must follow the guidelines of the Texas Open Meetings Act (Policy BE Local).

The Superintendent will deliver Board packets to Trustees no later than 3 days before regular meetings, and 3 days before special meetings. Trustees will take time as needed to review the agenda information and will submit questions on items to the Superintendent or Board President in advance of the meeting to the extent possible.

Board Meeting Protocol

Each Trustee will provide information and or input on agenda items of their choosing. Each Trustee will take only one opportunity for input until all Trustees have had an opportunity for input. If discussion is limited by the President, the limitation will be imposed consistently on each Trustee. Each Trustee will be encouraged to provide input (Policy BE Local).

Regardless of voting for or against a particular item, Trustees and the Superintendent will publicly and privately support the final decision of the Board. (The Board voted to support/reject the recommendation, and I support the Board).

Trustees and the Superintendent will avoid surprising one another at meetings with last minute information, requests for information and questions. Trustees will notify the Board President or the Superintendent if they are required to miss a meeting. Notification will be made as soon as possible after the Trustee knows of the impending absence.

Campus Visits

Trustees are encouraged to visit campuses and, in particular, campus activities designed for the public. Trustees are required to follow the guidelines prescribed for all campus visitors and are encouraged to notify the principal in advance of the visit (Policy GKC Local).

It is to be assumed by campus administrators and teachers that Trustees who visit campuses in the role of a parent give preference to the parent role above the any Board role on that campus. Parents who are also Trustees agree to keep the roles separate and at no time with attempt to use their position to influence school personnel on any issue related to their child(ren).

Internal Communication and Information Requests

The Superintendent provides a weekly brief to update Trustees on school activities and other significant information related to the schools.

All questions and requests for information will be initiated through either the Superintendent or the Board President. The Board President and the Superintendent accept responsibility for informing each other and the other Trustees of those questions and requests. If neither the Superintendent nor Board President is available, questions and requests for information may be directed to the assistant superintendent for business or the assistant superintendent for curriculum.

Information provided to individual Trustees by either the Superintendent or the Board President will be provided to all Trustees in a timely manner.

The Superintendent and individual Trustees may communicate with one another as needed within the guidelines of the Texas Open Meetings Act.

Board Self-Evaluation and Professional Development

Annually, the Board will take part in a self-evaluation process to determine training and professional development needs. A professional development plan will be developed based on the self-evaluation.

All Trustees will meet Board training requirements established in the Texas Education Code and pursue TASB board certification. The Board as a whole will determine what conferences (regional, state, national) to attend at district expense. Trustees will be reimbursed for expenses incurred related to training and the performance of Board related business (Policy BBG Legal and Local).

Board Role in the community

Trustees will attend school sponsored events as often as possible, and use those events to show support for students and staff members and to promote a positive schools culture. Trustees will refrain from discussion of business the Board has authority over at school and community events. Trustees also agree to serve as positive ambassadors of the school district at their work and when involved in other community activities such as church and civic organizations.

Complaints

When approached with issues related to school business (questions and complaints) Trustees may ask clarifying questions and ask for specific examples. Trustees may explain the process for how the information can be dealt with, and will direct individuals to a school official or specific policy, but will not attempt to resolve the issue. It is important to effectively communicate that Floresville ISD and the Board has a desire to resolve all complaints. The most effective approach to resolution is to begin at the source of the issue which would mean an initial conference with the teacher, activity sponsor, or campus administrator.

If the issue cannot be resolved at that level, then the formal complaint process may be initiated. Trustees should explain that any involvement beyond what is outlined in policy will require that they recuse themselves should the issue eventually be brought to the Board (Policies DGBA, FNG, and GF).

Superintendent Evaluation

The Board will evaluate the Superintendent on an annual basis with an instrument that has been selected and approved by the Board at least 12 months prior to the next evaluation. All Trustees will be trained on Superintendent evaluation processes and specifically on the instrument for evaluating the Floresville ISD Superintendent (Policy BJCD Legal and Local).

Communication with the Media

All requests for information from the media will be directed to the Superintendent or Board President. Should an individual Trustee choose to provide an opinion to the media upon request, it will be done in a manner that supports the Board as a whole and the Trustee will make clear that they are not speaking on behalf of the Board or the school district.

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