



# Board of Trustees **Operating Procedures**

*Adopted June 15, 2020*

# FBISD Strategic Framework

## CORE BELIEFS AND COMMITMENTS

### Core Belief 1: All students can reach their full potential.

**Commitment:** Fort Bend ISD will provide an educational system that will enable all students to reach their full potential.

### Core Belief 2: We believe student success is best achieved...

...through effective teachers that inspire learning.

**Commitment:** Fort Bend ISD will recruit, develop and retain effective teachers.

...in a supportive climate and safe environment.

**Commitment:** Fort Bend ISD will provide a supportive climate and a safe learning/working environment.

...by empowered and effective leaders throughout the system.

**Commitment:** Fort Bend ISD will provide and promote leadership development at all levels.

...in a well-functioning, high-performing community of learners.

**Commitment:** Fort Bend ISD will be a collaborative, efficient and effective learning community.

## MISSION AND VISION

### MISSION

Fort Bend ISD exists to inspire and equip all students to pursue futures beyond what they can imagine.

### VISION

Fort Bend ISD will graduate students who exhibit the attributes of the District's Profile of a Graduate.

## PROFILE OF A GRADUATE

### A Fort Bend ISD Graduate has a rigorous academic foundation, strong character, and is...

#### ...equipped with skills for life.

Fort Bend ISD graduates exhibit grit and determination in all aspects of life; respect self and others; engage in healthy life choices; are literate and articulate; proficient with technology; and meaningfully and practically apply knowledge in productive ways.

#### ...a servant leader.

Fort Bend ISD graduates demonstrate confidence while maintaining a humble and kind demeanor; prioritizing the needs of others while accepting responsibility for themselves and are accountable for their own actions; are optimistic; and strive to bring out the best in others.

#### ...an effective communicator.

Fort Bend ISD graduates communicate clearly both orally and in writing; respectfully and actively listen to others; appropriately engage in courageous conversations; and appropriately adapt their communication style to the audience.

#### ...a critical thinker.

Fort Bend ISD graduates are visionary and solutions-oriented problem solvers; are inquisitive and innovative; and have the courage to actively challenge conventional methods in order to improve themselves and the world around them.

#### ...a compassionate citizen.

Fort Bend ISD graduates are empathetic to their fellow citizens, exhibiting care and concern for others; are inclusive and embrace differences; are culturally aware; actively engage in improving our diverse community; exercise their right to vote; and are dependable, respectful, trustworthy, and self-disciplined.

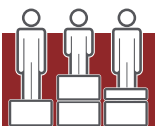
#### ...a collaborative team member.

Fort Bend ISD graduates work effectively with others to achieve group goals; take actions that respect the needs and contributions of others; yield their own objectives to the goals of the team; and positively facilitate and contribute to teamwork.

#### ...a life-long learner.

Fort Bend ISD graduates approach life with wonder and curiosity; seek opportunities to be creative; possess a thirst for knowledge and the ability to adapt to change; and are academically prepared to pursue and attain futures beyond what they can imagine!

## DISTRICT GOALS



### District Goal 1

Fort Bend ISD will provide an equitable learning environment that provides all students access to the FBISD curriculum.



### District Goal 2

Fort Bend ISD will ensure students own and are responsible for their learning, behavior, and progress through the FBISD curriculum.



### District Goal 3

Fort Bend ISD will provide an inclusive, collaborative, and fluid learning environment with opportunities for both risk-taking and success.



### District Goal 4

Fort Bend ISD will develop students' social-emotional, academic, literacy, language, and life skills in a safe and secure Collaborative Community at every school.



### District Goal 5

Fort Bend ISD will develop an organizational culture that embraces care, respect, safety, and inclusion.



## Table of Contents

Strategic Framework .....	Inside front cover
Welcome.....	4
Board of Trustees .....	5–7
Board Member Ethics.....	8
Board Meetings.....	9
Addressing the Board .....	10
Agenda Creation and Consent Agenda .....	11
Board-Adopted Strategic Framework.....	12
Board Meetings and Board Member Conduct.....	12
Board Officers and Member Authority .....	13
Board Officer Elections.....	13
Standards of Behavior.....	14
Communications .....	14
Conflict Resolution .....	14–15
Board Member Requests for Information and Communications.....	15
Concerns and Complaints .....	15
Media Inquiries.....	15
Campus Visits.....	16
Travel.....	16
Committees.....	17
Board Development.....	17
Advocacy .....	18
Board Evaluation of the Board.....	18
Superintendent’s Evaluation and Contract.....	18
Candidate and New Member Orientation and Trainings.....	19
Board Leadership Academy.....	19
Division Map .....	Back cover

# Welcome

Welcome! Public education needs the input and support of the communities it serves in order to pursue true educational excellence. The members of the Fort Bend ISD Board of Trustees are proud to share with you this information about the workings of the board and encourage you to join them in this pursuit.

The local school board concept grew out of American history dating back more than 300 years. Times have changed, but the basic function of school boards remains the same: to provide local citizen supervision and control over education at a point closest to the parent and child. Board members are not representatives, but are trustees who are entrusted with the education of ALL students in the district. With that in mind, the school board must work to serve the best interest of ALL students. Citizen input is important and the board listens to concerns and suggestions as part of their decision-making process.

It is an honor to serve the community and the students of Fort Bend ISD. The school board trustee is a volunteer position and requires many hours of dedication and service. Our board appreciates the support of our community and FBISD staff.

Because a school board is a governmental body, it can take action only by majority vote at a legally called public meeting. The individual board member's major responsibility is to study, evaluate, and deliberate the policy issues confronting his or her district; then to vote in the best interest of ALL students. A board member may not step out of the policy-making role and attempt—without authorization—to speak for the total board, direct members of the staff, interfere with the administration of policy, or make other individual decisions.

Within the framework of state and federal law, State Board of Education, and Commissioner of Education rules, local school districts have the responsibility to shape the educational programs of their schools. It is the responsibility of the local school board to advocate for ALL students at the state and federal level.





## Board of Trustees

### How are Board members elected?

The seven-member FBISD Board of Trustees is made up of local citizens who provide an important public service to the Fort Bend community, serving without compensation. In accordance with the Texas Elections Code, FBISD calls Board elections for the second Saturday in May of each year. Trustees are elected to three-year terms on a rotating basis.

All seven members of the Board of Trustees are voted on by all residents of the school district. Three trustees live on the west (Positions 1, 2 and 3), three trustees live on the east, (Positions 5, 6, and 7) and one is "at large." Two trustees are elected each year (one from each side of the district) and the At Large Position is elected every third year. (See district map on back cover.) Elections are held on the uniform Election Day, as established in Texas Election Code 41.001.

# Board of Trustees



## **Jason Burdine, *President***

### **Position 1**

Jason Burdine was re-elected in 2017 and is serving his first term as the Board President. His family has called Fort Bend their home for over 10 years. He is a graduate of Texas A&M University where he received his Bachelor of Science in Education. Jason is a Financial Adviser and has earned numerous accolades for his commitment to exemplary service. He was appointed by Governor Abbott to a two-year term to the Texas School Safety Center Board. In the Fort Bend community, Jason has mentored at-risk youth and has served as a member of the Ridgemont Elementary Campus-Based Leadership Team. Other community involvement includes volunteering at M.D. Anderson Cancer Center, where he has logged 500 volunteer hours over the past 11 years. Additionally, he served on the District Strategic Plan Steering Committee working collaboratively on the Facilities Master Plan for FBISD. Jason completed the Fort Bend Chamber of Commerce Leadership Forum class of 2017. Jason and his wife Andrea have two young children who attend FBISD schools. In addition to volunteering, Jason enjoys spending time with his family, traveling, fishing and enjoying the outdoors.



## **Addie Heyliger, *Vice President***

### **Position 6**

Addie Heyliger was elected in May 2015 and re-elected in 2018, and currently serves as Board Vice President. Addie is the manager of the Portfolio, Release and Integration Office at CenterPoint Energy and is an adjunct professor at Houston Community College. Addie received her Bachelor of Science degree in Computer Science from North Carolina A&T State University and Master of Business Administration from Texas Women's University. She is also a certified Project Management Professional. Addie has earned the IBM President's Top Producer Award and the Methodist Hospital IT Professional of the Year. Her affiliations include the Partnership Co-Chair for Women in Energy Network, the United Way Young Leaders, Alpha Kappa Alpha Sorority and The Links Incorporated. She also is a member of the Fort Bend Church. Addie has raised two children in Fort Bend ISD schools. She has been a resident of Fort Bend County for more than 17 years.



## **Dave Rosenthal, *Secretary***

### **Position 7**

Dave Rosenthal was last re-elected to the FBISD Board of Trustees in 2016 and has served for six years. He currently serves as Board Secretary. Dave spent nearly 30 years as a geophysicist before earning a Texas teaching certificate and becoming a middle school science teacher. Dave received his Master of Arts degree in Geological Sciences in 1987 from the University of Texas at Austin, after graduating cum laude with a B.S. in Geology from the University of Delaware in 1983. Dave and his wife Joan have been Fort Bend residents for nearly 20 years. They have three children who have attended and/or still attend FBISD schools.



## **Grayle James, *Board Member***

### **Position 2**

Grayle James received her Bachelor of Science degree in Chemical Engineering from the University of California, Berkeley, and her Secondary Education teaching credentials in mathematics and physical sciences from California State University, Bakersfield. She was elected to the FBISD Board of Trustees in May 2012 and was re-elected for her third term in 2018. Grayle served two consecutive years as Board President, and is the Vice President and a Founding Member of Go Public for the Gulf Coast region, as well as a Director for the Gulf Coast Area Association of School Boards. Before being elected to the board, Grayle volunteered for many years at multiple FBISD schools including Lakeview Elementary, Sugar Land Middle School, First Colony Middle School and Kempner High School. In the past, she has served on several FBISD committees including the Parent Advisory, Health Advisory and Discipline Advisory committees. Grayle and her husband, David, have three children, who all graduated from FBISD schools.

# Board of Trustees



## **Jim Rice, Board Member**

### **Position 3**

Jim Rice was elected in May of 2010 and has served continuously in that position since. He was elected Board Secretary in June 2011 and Board President in 2012, serving two consecutive terms in that office. He currently chairs the Board's Audit Committee. Jim and his wife Mary have resided in Sugar Land since May 1981 and all three of their children were raised in Sugar Land and graduated from FBISD schools. Jim has extensive experience working directly with youth having served as a Den Leader and Cubmaster in Cub Scout Pack 41, Troop Committee Chairman in Troop 441 and as District Chairman of the Tomahawk District from 2001 - 2005. He has volunteered extensively in the community chairing three building committees for Christ United Methodist Church from 1991 through 2003, served as a Director on the Literacy Council of Fort Bend, the Fort Bend P-16 Regional Council, the Fort Bend Economic Development Council and the Fort Bend Chamber of Commerce. He is a 2005 graduate of the Fort Bend Chamber of Commerce's Leadership Forum Class, and has served as the Vice Chair for the Chamber's Education Division for the past ten years. In addition, Jim and his late friend, Bob McClendon, co-founded Fort Bend Cares — a 501 c(3) charitable foundation in 2005. Jim has represented FBISD on the Texas Association of School Boards (TASB) Board of Directors since 2012, and currently serves as its 2nd Vice President, having served as Secretary/Treasurer and Chair of the Legislative Committee and the Budget & Finance Committee. Jim is also a graduate of TASB's year-long LTASB (Leadership TASB) Class of 2013. Jim is president of Rice & Gardner Consultants, an engineering and construction management firm.



## **Kristin Tassin, Board Member**

### **Position 4**

Kristin Tassin was elected to Position 4 in 2014 and re-elected in 2017. She and her husband, Shannon, have lived in Missouri City for 23 years. Kristin is a graduate of Louisiana State University, where she obtained her Bachelor of Science Degree in Quantitative Business Analysis (Computer Science option). She also earned her Juris Doctor from Louisiana State University Law School. She was a founding attorney at the law firm Dry & Tassin, PLLC, where she practiced Intellectual Property law until she was elected to the board. She is co-founder/director of the charitable organization Father's Joy. Kristin was appointed to the Special Education Continuing Advisory Committee by Texas Governor Greg Abbott, where she served for a year and was elected committee chair. She also served on the steering committee for the Aggie ACHIEVE program at Texas A&M. She is a Houston Young Lawyers Association Fellow and an associate member of the Exchange Club of Sugar Land. In 2011, she was named a Texas Rising Star by Texas Super Lawyers Magazine. Kristin was founding PTO president at Heritage Rose Elementary and served in that position for three consecutive years. She also served as head of fundraising for three consecutive years, as well as on the Campus-Based Leadership Team and numerous other PTO leadership positions. She was a member of the FBISD Parent Advisory Council, member of the FBISD Steering Committee for Facilities Planning and is a Mentor Program volunteer. Kristin and Shannon, have three children, all of whom attend or have attended FBISD schools.



## **Allison Drew, Board Member**

### **Position 5**

Allison Drew is serving her first term as a FBISD Board Member. Her family has lived in Fort Bend for the last eight years, and she is a leader in both the community and her profession. She is an Enterprise Data Architect and Licensed Nurse, and completed her studies in Mathematics and Journalism at Pennsylvania State University and Rutgers University. Allison has worked for industry leaders including the University Texas System, M.D. Anderson Cancer Center. Allison and her husband Jim, FBISD's Director of Fine Arts, have two children who attend FBISD schools. She enjoys meeting new people and traveling.

# Board Member Ethics

## What are the ethical requirements of board members?

All FBISD board members will commit to upholding the Board of Trustees Code of Ethics. As part of the annual board self-evaluation, each member of the board shall renew his or her commitment to ethical behavior by signing a copy of the Board Member Code of Ethics. New trustees will sign the document at the orientation session after they are sworn into office.

## Code of Ethics

As a member of the board, I shall promote the best interests of the district as a whole and shall take no action that compromises the board or the district. To that end, I shall adhere to the following ethical standards:

### Focus

- I will be continuously guided by what is best for all students of the district.

### Commitment

- I will be fair, just, impartial and objective in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

### Stewardship

- I will be accountable to the public by upholding district policies and accurately representing programs, priorities, and progress.
- I will be responsive to the community by seeking its involvement in district affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of district resources.
- I will make no personal promise or take private action that may compromise the board, the district or my responsibilities.

### Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will do my best to weigh all factors and make informed decisions.
- I will graciously respect and support the majority decision as the decision of the board.
- I will conduct myself with civility and decorum.

### Integrity

- I will refuse to surrender my judgment or responsibilities to any individual or group at the expense of the district.
- I will consistently uphold all applicable laws, rules, policies and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the district.

### Service

- I will focus my attention on fulfilling the board's responsibilities of goal setting, policymaking and evaluation.
- I will diligently prepare for and attend board meetings.
- I will avoid personal involvement in activities the board has delegated to the superintendent.
- I will attend legally required teambuilding and continuing education, and seek additional continuing education that will enhance my ability to fulfill my duties effectively. I understand it is my responsibility to meet mandatory continuing education requirements.





## Board Meetings

### When does the Board of Trustees meet, and how can the public participate?

Fort Bend ISD Board Workshops generally take place the second Monday of the month to discuss all items that will be considered as part of the agenda at the Regular Business Meeting, which generally takes place on the third Monday of the month. The meetings are generally held in the Board Room of the FBISD Administration Building, 16431 Lexington Blvd., in Sugar Land. Typically, two to four meetings per year are held at campus sites in our community. Meetings generally begin at 6 p.m. with Board Recognitions and other Special Meetings that are open to the public. Additional meetings are scheduled on an as-needed basis, and Texas law does allow the board to call an emergency meeting in a crisis situation.

Board meeting agendas will be posted on the Fort Bend ISD website on the Board of Trustees webpage. Agendas are posted at least 72 hours before the board meeting.

In accordance with the Texas Open Meetings Act, the board has the privilege to meet privately in closed session to discuss matters related to personnel, student discipline, security, land acquisition and/or to consult with legal counsel. No action, however, may be taken during a closed session.

The Board of Trustees encourages and invites the public to attend meetings and address the board.

# Addressing the Board

## How can the public address the board?

### Addressing the Board at an Agenda Review Workshop

To address the Fort Bend ISD Board of Trustees, the “Address the Board at an Agenda Review Workshop Form” must be completed and turned in by email or hand delivered to the Fort Bend ISD Communications Department no later than 4:30 p.m. To locate the form, visit [www.fortbendisd.com](http://www.fortbendisd.com) or use the interactive links provided below.

The form can be submitted three ways:

1. Click on the interactive link using **Internet Explorer** “Address the Board” at an Agenda Review Workshop, complete the form and click submit by 4:30 p.m. the day of the Board meeting.
2. You may deliver to the Fort Bend ISD Communications Department by 4:30 p.m. the day of the Board meeting. The Communications Office is located in the FBISD Administration Building at 16431 Lexington Blvd, Sugar Land.
3. The form may be emailed to the Communications Department at **AddressBOT@fortbendisd.com** by 4:30 p.m. the day of the Board meeting.

Public comment will be the last item on the Agenda Review Workshop agenda or will take place before consideration of any item where action is scheduled to take place. Individuals are permitted to address the Board on any item on the agenda provided they follow the procedures noted.

### Addressing the Board at a Regular Business Meeting

To address the Fort Bend ISD Board of Trustees, the “Regular Business Meeting Form” must be completed and turned in by email or hand delivered to the Fort Bend ISD Communications Department no later than 4:30 p.m. To locate the form, visit [www.fortbendisd.com](http://www.fortbendisd.com) or use the interactive links provided below.

The form can be submitted three ways:

1. Click on the interactive link using **Internet Explorer** “Address the Board” at a Regular Meeting, complete the form and click submit by 4:30 p.m. the day of the Board meeting.
2. You may deliver to the Fort Bend ISD Communications Department by 4:30 p.m. the day of the Board meeting. The Communications Office is located in the FBISD Administration Building at 16431 Lexington Blvd, Sugar Land.
3. The form may be emailed to the Communications Department at **AddressBOT@fortbendisd.com** by 4:30 p.m. the day of the Board meeting.

Public comment will take place before consideration of any item and before closed session. Individuals are permitted to address the Board on any topic provided they follow the procedures noted.

### Addressing the Board at a Public Hearing

When addressing the Board at a Public Hearing, public comment shall be limited to the subject matter of the hearing and public participation will be limited to the portion of the meeting designated to receive public comment. The public does not have to complete a form in advance to speak at a Public Hearing. However, anyone wishing to speak at the Public Hearing is required to sign up upon arrival at the hearing.

### During Agenda Review Workshops and Regular Board Meetings, the Board president will ensure that the following policies and guidelines are followed:

- Request to Address the Board forms will be accepted on a first come, first served basis via approved submission methods.
- The Board will accept written as well as oral information.

- Speakers are not allowed to identify students (other than parents who identify their own children), District personnel, or District volunteers by name.
- The Board will not deliberate or make a decision on any matter of public business that is not relevant to any item on the meeting agenda; however, the Board president may request the superintendent to investigate a concern and report the resulting findings to the Board members
- An individual that addresses the Board through a translator will be permitted to speak to the Board for twice the time limit allowed individuals who do not use a translator.
- Per Policy BED (Local), individuals addressing the Board will be limited to three minutes; however, when necessary to accommodate large numbers of individuals wishing to address the Board, the presiding officer may adjust public comment procedures.
  - Adjustments may include establishing an overall time limit for public comment, adjusting the time allotted to each speaker, or deferring public comment on items that are not on the agenda.
  - Generally, time allowed each individual speaker would be decreased when the number of individuals speaking at three minutes per speaker exceeds one hour (60 minutes). In this case, the time of each speaker would be adjusted to allow more speakers to participate in public comment.
  - When adjustments are made, no individual shall be given less than one minute to speak.

## Agenda Creation and Consent Agenda

### How are the agendas created?

- The superintendent will maintain and provide to the board members a list of annually required agenda items and a proposed timeframe for their consideration.
- The board president and superintendent will create agendas for the board's agenda review workshops and regular business meetings which will be provided to the board members on the Thursday before the relevant workshops or meetings. Public meeting notices will be posted on the FBISD website and at the district administration building in accordance with the Texas Open Meetings Act, or no later than 72 hours before a scheduled meeting.
- The board president has the authority to place items on an agenda. Additionally, if at least two board members make written request to place an item on an agenda, and provide sufficient detail for the item, the board president shall place it on the agenda for the board's next regular business meeting. Should one of the requesting board members withdraw his or her request, such that an item is no longer requested by two or more board members, the board president is encouraged to promptly notify the second requestor that the item will not be placed on the board's agenda.
- Anything that violates a person's right to privacy (as protected by Texas law, including the Open Meeting and Public Information acts) cannot be placed on an agenda.
- At each business meeting, the superintendent is encouraged to propose future agenda items.





# Board-Adopted Strategic Framework

## What guides decisions made by the Board of Trustees?

The Board of Trustees has adopted a strong strategic framework to guide all decision-making, including the educational philosophy defined in Board Policy AE (Local). Board members will honor the Mission, Vision, and Core Beliefs and Commitments while meeting district goals through scalable systems that operate with effective change management and system development with a commitment to continuous improvement. More about the district's Strategic Framework can be found on the inside front cover of this publication.

## Board Meetings and Board Member Conduct

### How are board meetings conducted and what is expected of board members as they conduct business?

- The board shall conduct meetings guided by the parliamentary procedures in the most current edition of Robert's Rules of Order.
- Board members are expected to conduct themselves professionally and ethically during all meetings and public forums. While differences of opinion, if respectfully presented, are encouraged and will not be construed as unprofessional or unethical behavior, unprofessional and uncivil behavior will not be considered germane to any motion and will not be tolerated. Examples of behavior that will not be tolerated include personal attacks, name-calling, rude remarks, interruptions, yelling and disrespectful verbal or body language.
- If any board member conducts themselves in a manner that interferes with the board's ability to effectively conduct business, the board president may adjourn the meeting.
- Upon request of any board member made in open session, an item may be removed from the consent agenda and considered as an independent action item.
- Deliberating Motions:
  - The board president or chair will ensure that deliberation is germane to the motion under consideration.
  - The board president or chair will not recognize a member who wishes to be heard for a second time on a motion until all other board members have had an opportunity to speak to the motion.
  - Deliberation should continue until such time that all board members have had adequate opportunity to deliberate and ask clarifying questions.
  - While it is the duty of every board member to vote, board members cannot be compelled to vote. Members who abstain from voting are encouraged to state their reason(s) for abstaining.
- Closed Session:
  - The board may only deliberate matters in closed session as permitted by the Open Meetings Act.
  - A vote on a matter deliberated in closed session must be made in open session. Information and opinions shared during closed session MUST remain confidential.
  - All personnel matters must be conducted in closed session unless specifically required by the Open Meetings Act.
  - Any information that is subject to the attorney-client privilege i.e., information that is received through communications with or from the board's attorney or other attorneys representing the school district must be kept confidential.





# Board Officers and Member Authority

## What authority do board officers and members have?

- The Board President
  - Shall chair all board meetings and will facilitate meetings in a manner intended to maintain civil decorum.
  - Shall approve all agendas.
  - Shall create and appoint board members to committees.
  - Shall call special meetings.
  - Shall sign all legal documents required by law.
  - Shall speak on behalf of the board.
- The Vice President
  - Shall, upon the request of the board president, exercise the president's duties in the president's absence.
- The Secretary
  - Shall execute all documents requiring the secretary's signature.
  - Shall, upon the request of the board president, exercise the president's duties in the absence of both the president and vice president.
- The Assistant Secretary (should the board elect one)
  - Shall perform the duties of the secretary in the secretary's absence.
- No individual board member or officer has authority to bind the board and no board member can direct an employee in the performance of his or her duties.

## Board Officer Elections

### How do board officer elections work?

- Any board member may be considered for the offices of president or vice president provided the member has served on the board for at least two years and is willing to hold office.
- Any board member may be considered for the offices of secretary and assistant secretary, provided the member has served on the board for at least one year and is willing to hold office.
- The board may deliberate selection of board officers in closed session.
- Board officer elections will be held in open session at the first regular board meeting following board elections.



# Standards of Behavior

## What are the expectations of board members' standards of behavior?

- Board members will commit to upholding the Board of Trustees' Code of Ethics.
- Board members will share with each other and the superintendent legal information received from training sessions and conferences.
- Each board member will sign an annual "Conflicts Disclosure Statement" (State of Texas form CIS) and the required technology "Acceptable Use Policy" (AUP). Board members should also complete "Conflicts of Interest Disclosure" forms, Policy BBFA Exhibits A and B, as necessary.
- Board members will not make personal attacks in the community against other board members, the superintendent, staff or community members.

# Communications

## What is the protocol for how the board should communicate?

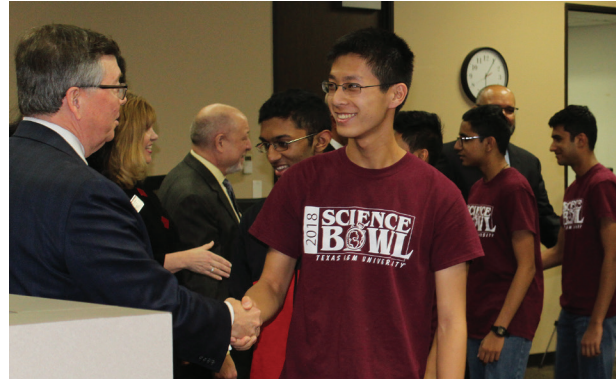
- The superintendent will update the board members on board-related matters in a timely fashion, at least weekly.
- The board president, and not individual board members, speaks in an official capacity for the board.
- Certain information disclosed to board members is confidential by law and may not be disclosed to third parties (e.g. employee evaluations and student identifying information). Board members must not disclose information that is subject to the attorney-client privilege (i.e. information received through communications with or from the board's attorney or other attorneys representing the school district). Board members also should not disclose any information to which they have access by virtue of their position as board members that has not been made public, if, to do so, would compromise the board or the administration in the conduct of their affairs.
- In the event a board member communicates with the public either electronically or in writing regarding a matter of district business, the member is encouraged to remember that the Public Information Act may require disclosure of such communication.
- Board members are encouraged not to respond to anonymous communications and instead may forward such communications to the superintendent.
- Board members who host Internet sites that include, sponsor or permit postings regarding matters relevant to the district or district business, will include a disclaimer in a form approved by the board's attorney, providing that such postings are not made on behalf of the district.

# Conflict Resolution

## How are conflicts resolved?

- Board members are encouraged to express concerns about another member's performance directly with that member.
  - If a member is unsuccessful in resolving a concern with a fellow board member, they should address the matter with the board president.
  - The board president shall discuss the concern with the board members in question and may moderate a discussion between them. If, in the board president's judgment, resolution of the concern requires discussion amongst a quorum or more of board members, a meeting must be posted and conducted in accordance with the Open Meetings Act.
  - The president shall remind the board member whose behavior is in question about the adopted Code of Ethics and Board Operating Procedures and discuss how the board member's behavior does not comply. The discussion also will identify more appropriate alternatives to the behavior, or refer the board member to policies or procedures that outline approved ways to deal with any issue that prompted the behavior.

- If the board member in question does not believe his or her behavior is in conflict with the board's Code of Ethics and/or Operating Procedures, an agenda item specifying "evaluation of individual board member's performance" may be listed on the agenda for an upcoming board meeting. The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness, which may include public censure.
- If the concern involves the board president, a board member may discuss his or her concerns with the board vice president.
- Board members will not take concerns about fellow board members to the superintendent.
- Board members will not speak about performance concerns regarding individual board members with anyone other than the board and the board's attorney.



## Board Member Requests for Information and Communications with Staff

### What is the protocol for board members to request information?

- Board members shall direct all questions, requests for information, and requests for meetings with staff to the superintendent. Responsive information shall be disseminated through the superintendent's office to all board members.

## Concerns and Complaints

### How should board members handle concerns or complaints?

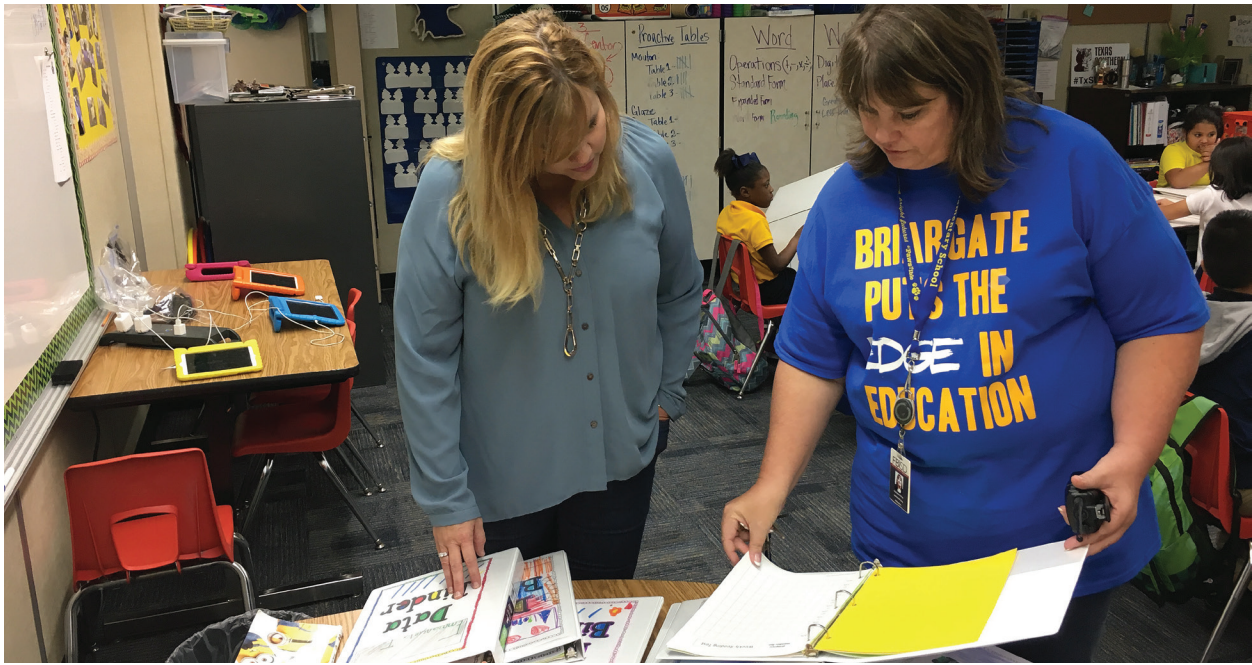
- Board members may listen to concerns/complaints to the extent needed to gain an understanding of them, but will not independently investigate them.
- Board members will refer concerns/complaints to appropriate staff members to ensure they are addressed within the chain of command and in accordance with applicable district policies and procedures, and are encouraged to inform the superintendent of such referrals.
- Board members may remind the person sharing the concern that the board member wishes to remain impartial in the event the concern/complaint becomes a grievance that is subject to board review.

## Media Inquiries

### How should the board handle the media?

- The board president shall be the official spokesperson for the board on all media related inquiries. Board members should direct media inquiries to the board president who shall notify the superintendent.
- Individual board members who make public statements must emphasize that they are not speaking on behalf of the board.





## Campus Visits

### Can board members visit campuses?

- Board members are encouraged to visit campuses and school events provided they contact the campus principal to schedule their visit and they notify both the superintendent's and the principal's offices prior to their arrival.
- Board members may go into teacher classrooms or individual buildings, but not for the purposes of evaluation.
- Board members may interact with any staff member or student provided they do not disrupt the learning process.

## Travel

### Are board members required to travel and who pays when they do?

Board members may find it necessary to travel to training and conferences, to serve as an advocate for the district and public education, or for other reasons that serve the interest of the district. The district will underwrite the cost of travel for district business.

- In addition to legally required training and continuing education, ongoing board member training supports the development of a high-functioning team. To that end, the district will underwrite travel costs related to training and continuing education opportunities for both mandatory and elective training opportunities.
- Board members are responsible for serving as an advocate for FBISD and public education. Therefore, the district will underwrite travel costs related to advocacy efforts intended to ensure the district's maximum effectiveness and benefit to the district's students.
- Board members may, from time to time, elect to travel with student groups or to serve as a district ambassador in other ways. The district will underwrite related domestic travel costs; however, international travel will be limited to one trip per elected term for each trustee.
- When any travel costs are incurred by the district, it is with the expectation that board members will actively participate in scheduled events, dinners and activities related to the trip's purpose.
- To help defray travel costs, board members are encouraged to seek stipends and scholarships that may be offered by professional organizations or other entities.



# Committees

## What are the current board committees and how do they function?

- Board members may serve on various board, school, district and community committees. The board president or his or her designee will annually compile and distribute a list of existing committees to all board members. Examples of committees to which board members may be assigned include, but are not limited to:
  - Visioning and Planning Committee – Committee composed of up to three board members for the purpose of overseeing the development and progress toward achieving the district's strategic plan.
  - Audit Committee – Committee composed of up to three trustees for the purpose of overseeing the district's internal audit function and the annual financial audit.
  - Governance Committee – Committee composed of up to three trustees for the purpose of overseeing matters regarding board governance, such as the periodic revision of the Board Operating Procedures, recommending appointment of Board Counsel, and facilitation of the Board Leadership Academy.
  - School/Facilities Naming Committee – Committee composed of community members, district staff, students, and designated board member(s) for the purpose of recommending school/facilities names to the board for approval.
  - Student Health Advisory Council (SHAC) – An advisory group composed of parents, community members, district staff and designated board members(s) for the purpose of coordinating community and district efforts to improve the health of all students and families.
- While any board member may request placement on a committee, the board president will have the sole discretion to make committee assignments, which will typically be made during the summer in advance of an upcoming school year.
- The board president may form new committees at any time. The committee's duties and goals will be clearly defined at the time of formation.
- No more than three board members may serve on a committee.

# Board Development

## What kind of training will board members receive?

- Board members will fulfill the training requirements specified in Board Policy BBD (LEGAL) and BBD (LOCAL).
- Within six months after board elections, all board members will participate in an annual Board/Superintendent Teambuilding Retreat.
- Board members should be familiar with district policies, especially their duties as defined in policies BAA (LEGAL) and BAA (LOCAL).
- The board will annually review its Board Operating Procedures and Board Ethics Policy BBF (LOCAL).
- Each April, the board will conduct a self-evaluation in closed session. Adherence to Board Operating Procedures will be considered as part of the evaluation instrument.
- Board Members will have an opportunity at least a semester to visit campuses (as organized by staff) to support Board member learning centred around teaching and learning and observe evidence of implementation of Board priorities.
- Board members are encouraged to serve on a district committee and/or as a delegate to a local, state or national organization.





## Advocacy

### Is advocacy part of our job?

- It is the responsibility of board members to be advocates, not only for FBISD, but for all of public education. Through trainings and conferences, board members will become familiar with those issues affecting FBISD and other school districts across the state. The State Board of Education requires that trustees advocate to the legislature, Texas Education Agency and the State Board of Education to ensure maximum effectiveness and benefit to the district's students.
- Board members work with legislators and other elected officials locally and on the state and national to build partnerships that serve to strengthen all of public education.

## Board Evaluation of the Board

### Who evaluates the board?

- The Board of Trustees is required to conduct an annual self-evaluation. The evaluation occurs in April and is conducted in accordance with the Texas Open Meeting Act.
- The self-evaluation is conducted using a board adopted Self-Evaluation Instrument that aligns with the five sections of the Framework for School Board Development.
- The self-evaluation also includes opportunity for the board members to evaluate their individual and collective effectiveness as leaders using a list of identified leadership competencies. The self-evaluation will also include a review of the Board Operating Procedures and the Code of Ethics.

## Superintendent's Evaluation and Contract

### How does the board evaluate the superintendent?

- Superintendent's Evaluation
  - The board will perform quarterly formative evaluations and an annual summative evaluation (to be conducted in October) of the superintendent.
  - The evaluation instrument shall be developed collaboratively between the superintendent and the board, adopted in advance, and shall be based on the district's progress toward accomplishing the district's goals.
  - The board president will ask for input from all board members on board-approved indicators.
  - The superintendent's evaluation is confidential by law and will be conducted in closed session.
- Superintendent's Contract
  - The board will annually review the superintendent's contract and salary.
  - The board president will notify board members of any proposed amendments to the superintendent's contract.
  - The board's attorney will review the superintendent's contract, as well as any proposed amendments, with the board.

# Candidate and New Member Orientation and Trainings

## What kind of training do you need to be a candidate or new board member?

- The superintendent will conduct a pre-election meeting for all board candidates to inform them of necessary filings and the board's calendar, and to provide key information on Board member responsibilities including, but not limited to:
  - Board role and responsibilities
  - Board Operating Procedures
  - Board calendar
  - Policy BBD and related exhibits
  - Overview of District Strategic Plan
  - Key upcoming Board decisions (i.e. budget adoption)
- Upon election of new Board members, the Board President and Superintendent shall conduct an orientation that includes a review of Board member responsibilities including, but not limited to:
  - Board role and responsibilities
  - Board Operating Procedures
  - Board calendar
  - Policy BBD and related exhibits
  - Overview of District Strategic Plan
- The orientation shall also include an in-depth discussion of the District budget adoption and other matters that will require Board consideration by the new Trustee(s) during the first 90 days in office. During this orientation meeting, the new board member shall also sign the Board Member Code of Ethics.
- The orientation shall also provide familiarity with the responsibilities of each member of the District's Executive Leadership Team.
- During the meeting, new Board members shall be provided copies of the following;
  - The superintendent's contract
  - The superintendent's evaluation instrument
  - The board's self-evaluation instrument
  - FBISD's Strategic Plan and Goals
  - Board Ethics Policy BBF (Local)
  - Board Policy BAA (Local)
  - A list of board and administration committees having board member representation
- Within six months following board elections, new board members will attend the Board/Superintendent Teambuilding Retreat.
- Within their first year of service, new board members will acquire ten hours of continuing education training, including training regarding the Texas Open Meetings and Public Information acts (which must be completed within 90 days of taking office). New board members are also encouraged to attend the TASB Summer Institute, including the New Board Member Workshop series and, upon invitation, governance training sponsored by the Center for Reform of School Systems.
- New board members are encouraged to familiarize themselves with Robert's Rules of Order.
- Board members have the option to restrict public access of personal information under the Texas Public Information Act. The Permission for Public Access form must be completed and turned into the Superintendent's Office.

# Board Leadership Academy

## What is the Board Leadership Academy?

To enhance community engagement, provide community members a deeper understanding of the district, and to give community members tools needed to advocate for students, the Fort Bend ISD Board of Trustees launched the Board Leadership Academy in 2017.

This six-session course is designed for community members who want to learn more about FBISD and get a behind-the-scenes look at the systems and processes utilized in the day-to-day operations of the district. Board members and district staff will facilitate each session, with topics including curriculum, teaching and learning, planning and accountability, legislative issues/advocacy, and collaborative communities.

The application and selection process will be publicized on the Board of Trustees website each year.



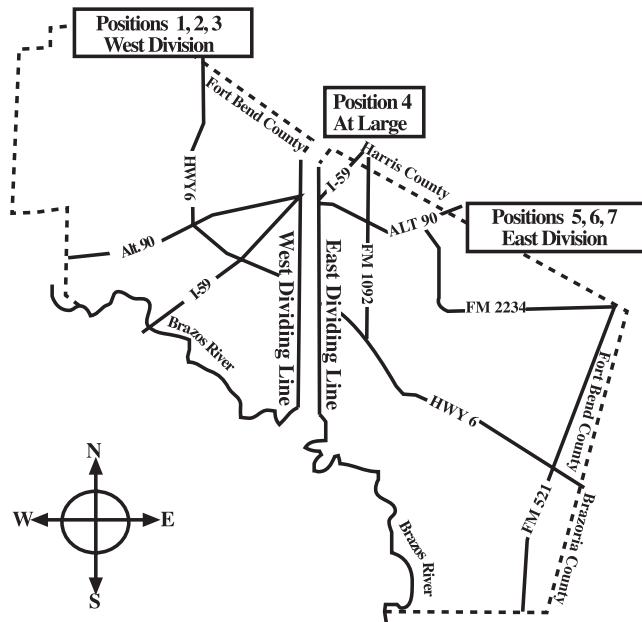


# Division Map

## Who elects the Board members in each position, and where do they live?

The seven Board of Trustees members are voted on by all residents of the school district. Three trustees must reside on the West side of the district (Positions 1, 2, 3) and three must reside on the East side of the district (Positions 5, 6, 7).

FBISD Trustees are elected to three-year terms on a rotating basis. Two are elected each year, one from each side of the district. Also, every third year, the "at large" Position 4, is elected.



Fort Bend ISD | 16431 Lexington Blvd. | Sugar Land, TX 77479 | (281) 634-1000