

# BOARD OF TRUSTEES **OPERATING PROCEDURES**

Adopted October 1, 2024



# 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.





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# 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

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## **Kristin K. Tassin, *President***

### **Position 6**

Kristin has a B.S. in Quantitative Business Analysis (Computer Science Option) and a Law Degree from Louisiana State University.

She was a Founding Member, Managing Partner and Head of Litigation at her law firm in Houston where she practiced intellectual property, business and contract law for over 18 years. In 2011, Kristin was recognized as a "Texas Rising Star" by Texas Super Lawyers Magazine.

She was previously elected to the Fort Bend Independent School District (FBISD) Board of Trustees in 2014 where she served for six-and-a-half years. Kristin was elected Board Secretary in 2015 and Board President 2016-18, during which time she helped implement policies and practices that resulted in FBISD being awarded the H-E-B Outstanding Board and Outstanding Large District in Texas.

She was also instrumental in advocating for changes in special education in the Texas legislature and opening the first fully-inclusive pre-school in a Texas public school district. In 2017, Kristin was appointed by Texas Governor Greg Abbott to serve on the Texas Continuing Advisory Committee for Special Education.

She was a "Top 30 Influential Woman in Houston" award recipient in 2017 and was presented with the "Hero for Children" award by Pastors for Texas Children in 2018. Kristin and her husband, Shannon, started a charity to support children with disabilities and their families in 2003 after their daughter was born with Down syndrome.

Kristin ran the charity for 12 years and successfully created and organized conferences, programs, fundraisers and mission trips to Morocco and Kyrgyzstan. Kristin and Shannon are local business owners and partners in Texas Gun Club, located in Stafford and League City. In 2015, Kristin and Shannon started a short-term rental property business, Sugar Maple Properties. They now successfully operate 10 properties in five cities across the U.S.

Kristin is a mother of 3 daughters (Abby, Sarah & Hannah), all of whom attended FBISD schools, and she is active in and supports many charities and non-profit organizations in the community.



## **Rick Garcia, *Vice President***

### **Position 3**

Rick leads a life devoted to family and community. Rick is a native Texan and a Richmond resident. His service began at a very early age. Rick began serving his community and his church in elementary school where he attended Nazareth Academy in Victoria, Texas. He continued serving by volunteering as a youth minister throughout high school and in college and has volunteered as a mentor to FBISD students.

Rick's goals early in life drove him to be a teacher. He has a degree in Kinesiology and a minor in political science from Stephen F. Austin State University. Both he and his wife graduated in May of 1998 when they immediately moved to Fort Bend and began working as teachers for Fort Bend ISD. His first job out of college was as a 7th grade Texas history teacher and his wife taught 6th grade ELA at Garcia Middle School.

Rick serves as HOA President of the Fieldstone community as well as on the MUD board. He and his wife, Paulina, have two boys who both attend FBISD schools. His wife is a 6th-grade ELA teacher at Bowie Middle School. As a family, they attend The Bridge Fellowship Church at the Regal Campus in Richmond.

Professionally, Rick is an Information Technology (IT) Project Manager and Team Lead where he oversees SharePoint and Office 365 related projects. He also operates an event planning company as well where he hosts and plans events for HOA's and small to medium-sized events and conferences, such as Microsoft 365 Friday Houston.

His community involvement started almost as soon as he moved to Fort Bend. Upon graduating from college, he ran and organized (and is still involved) a local Microsoft Office 365 community user group, [www.hou365.org](http://www.hou365.org), for over a decade. This group has helped to provide free training and networking opportunities to IT professionals across the Houston Area. Rick is also one of the chief organizers for HOU365's annual Houston area IT conference, Microsoft 365 Friday, formally known as SharePoint Saturday.

Rick has spoken for free at various SharePoint Saturday and Microsoft 365 Friday events around the world as well as at Microsoft Ignite and the SharePoint Conference.





**David Hamilton, Secretary**  
**Position 7**

David graduated from the University of the Ozarks in Clarksville, AR with a degree in Political Science. He has previous experience in banking and oil and gas, and currently works in sales.

David, his wife Katie, and two children have called Fort Bend home for over a decade. David's children are both enrolled in Fort Bend ISD schools. As a parent of a child with autism, David understands the unique challenges faced by parents who have students with learning disabilities. He wants to ensure that all students receive the resources they need. David enjoys coaching his kids' basketball teams in Fort Bend leagues and volunteers with high school students at their church. David and Katie are members of Houston's First Baptist Church (Sienna campus).

David comes from a family of educators. His mother and father are retired teachers, so David understands the value of public schools and the impact teachers can make in their students' lives. Public education is a shared responsibility. Parents, teachers, administrators, and most importantly, students are key stakeholders who deserve resources to help ALL students achieve success. David believes we should partner with the community, businesses, and parents to ensure that any student graduating from a FBISD school is prepared for their next step in the world. David is ready to do the hard work to help each student have a bright future.



**Angie Hanan, Board Member**  
**Position 1**

Angie Hanan, M.Ed., received her Bachelor of Arts in Political Science from Oklahoma State University and completed graduate work at the University of Houston, including her Master of Education in Curriculum and Instruction, Reading and Language Arts Education.

She was re-elected to the FBISD Board of Trustees in May 2023. Angie taught in area school districts for six years before coming to Fort Bend ISD as a classroom and Reading Recovery® teacher at Highlands Elementary in 1997. She went on to be the literacy coach at Blue Ridge Elementary before becoming the district's English as a Second Language Coordinator. Angie spent nine years working in FBISD before starting her own educational consulting business, Hanan Educational Resources, in 2006 where she provided consultation to districts and campuses in the areas of teacher training, instructional coaching and program improvement. Angie has currently stepped away from consulting to concentrate on volunteerism in the community, including her role as a trustee.

Her career in education and her work as a volunteer in public schools has focused on advocating for children of diverse backgrounds and children who have diverse abilities. Angie served on the executive PTO Board at Colony Bend Elementary for multiple years, was a part of the Quail Valley Middle School Campus-Based Leadership Team for two years, and spent many years as a school library volunteer and Destination Imagination team manager. She is currently a member of the Executive Board of Destination Imagination (Gulf Coast Region). Angie is also a long-time board member for the Fort Bend Association of Parents for Academic Excellence (PACE) and was an active parent member of the FBISD GT Task Force from 2017-2021.

Angie and her husband, Tom, are long-time residents of the school district and have one daughter who attends high school in Fort Bend ISD.



**Adam Schoof, Board Member**  
**Position 2**

Adam Schoof was elected to Position No. 2 of the FBISD Board of Trustees in May 2024.



**Dr. Shirley Rose-Gilliam, Board Member**  
**Position 4**

Dr. Shirley Rose-Gilliam was re-elected to Position No. 4 in May of 2023. She has served as Board Vice President. Shirley has resided in Fort Bend since November 1986 and both of her children graduated from FBISD schools. She and her husband Kevin are residents of Missouri City. She is a 30-year veteran educator with 25 years of service in Fort Bend ISD: Willowridge HS, Kempner HS, Elkins HS, Bush HS, Marshall HS, and McAuliffe MS respectively. She continues to serve school districts in the greater Houston area as an educational consultant. Shirley understands the meaning of growing up in tough, challenged and disadvantaged settings with very few opportunities. Her experiences as a child have been both a catalyst for changing her situation and today motivates her to answer the special "calling" to make a difference in the lives of youth. She has a history of turning problem schools around and working to improve and restore a positive tone in the school and communities surrounding her schools.

Shirley brings a wealth of experience serving scholars, teachers, and leaders in public education, both in the traditional and charter school settings. 'Dr. G' has made her greatest impact as a mentor, coach, and thought partner to other educators at all levels. In these roles, she also develops and facilitates professional learning experiences that challenge others to think deeply about their daily practice. Shirley was a finalist for FBISD Secondary Teacher of the Year and was the FBISD Secondary Principal of the Year while at Bush HS. She is a member of the Fort Bend Church and Alpha Kappa Alpha Sorority, Inc. She holds a Bachelor of Science from University of Houston, a Master of Education from University of Houston-Victoria, and a Doctorate in Educational Leadership from Texas A&M University. Her motto, "Believe in the Possibilities!" Her purpose in life is to serve and be a blessing to others.



**Sonya Jones, Board Member**  
**Position 5**

Sonya is a passionate advocate for children's education and is focused on ensuring excellent educational opportunities for all students. She uses her knowledge, experience, and passion to serve the students, parents, staff, and stakeholders of Fort Bend ISD. Sonya promotes student and teacher success while being mindful of her guiding philosophy, "What is Best for Students?"

While growing up in the Kashmere Gardens community in Northeast Houston, Sonya became the first college graduate in her family. She credits her parents, teachers, and principals for instilling in her high educational expectations. Sonya earned a Bachelor of Arts in Human Science from Our Lady of the Lake University and a Master of Education Administration from Lamar University.

Sonya is a leader with experience in public K-12 and higher education, and she currently works for Houston ISD where she serves as a Team Leader for the Core Enrichment Department. In her time as a principal intern, she collaborated with administrators on the professional development of teachers, which assisted the improvement of a C-rated school to an A-rated school in one school year.

Sonya is a mother of three adult children and grandmother to one granddaughter. She is also a member of the Word of Restoration International Church in Rosharon.



# 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 be continuously guided by what is best for all students of the District. 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 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 decisions.
- I will be responsive to the community by seeking its involvement in district affairs and by communicating its priorities and concerns to the superintendent.
- I will act as a good steward of District funds and 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 inside and outside of the boardroom.
- 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 treat others, including my fellow trustees, District staff and community members, with respect and professionalism.
- I will conduct myself at all times with civility and decorum.
- Unless I am elected the Board President, I will not speak or represent to others that I speak for the Board.
- I will not publicly disparage my fellow trustees, the Superintendent or District staff.
- I will not use tobacco, e-cigarettes, vape, nor will I bring or consume alcohol on FBISD campuses or other FBISD buildings including the boardroom.

### **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, is disclosed in any closed session meeting, is disclosed by the Superintendent in confidence (unless disclosure is approved by the Board or Board President) or will needlessly harm the District.

### **Service**

- I will focus my attention on fulfilling the Board's duties and responsibilities, including goal setting, policymaking, budgeting 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.
- I will make every effort to prepare for and attend committee meetings for committees to which I am assigned by the Board President.

# BOARD MEETINGS

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

Fort Bend ISD Board Agenda Review Meetings 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 boardroom of the FBISD Administration Building, 16431 Lexington Blvd., in Sugar Land. Meetings are sometimes 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.

Board Workshops are scheduled by the board president in consultation with the superintendent to allow the board to consider items requiring greater time for presentation and discussion. Special meetings are scheduled by the Board President in consultation with the superintendent.

The Board strives to conduct meetings efficiently. Trustees should prepare for Board Agenda Review meetings, Regular Business meetings, Board Workshops and Special Called meetings by reviewing the Board Book and other relevant

information provided by the administration in advance of meetings. The Administration will provide a draft Board Book on Friday a week prior to the Monday Board Meeting. Trustees will submit questions related to agenda items by noon the following Tuesday. The Administration will provide responses in that week's Board Update, prior to the Monday Board Meeting, and additional questions from Trustees will be submitted by midnight on Sunday prior to the Monday Board Meeting. The Administration will provide responses by 3 p.m. the day of the Board Meeting. The Board and the Administration will strive to adhere to the above timeline to be able to prepare in advance for review meetings and regular Board meetings on a regular basis understanding unforeseen circumstances can impact this timeline.

While trustees are expected to regularly attend board meetings in person, circumstances sometimes prevent a trustee from being physically present. State law allows but does not entitle trustees to participate in public meetings by videoconference. A trustee who wishes to participate by videoconference must submit a written request to the board president and superintendent no less than twenty-four (24) hours before the meeting. The request must include the reason(s) for the trustee's inability to physically attend the meeting. The decision to allow or disallow a trustee to participate by videoconference shall be solely within the board president's discretion who shall make reasonable efforts to confer with the other board officers before deciding.

The Board of Trustees encourages and invites the public to attend all 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 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 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, Texas 77479.
3. The form may be emailed to the Communications Department at [AddressBOT@fortbendisd.gov](mailto:AddressBOT@fortbendisd.gov) by 4:30 p.m. the day of the Board meeting.

Public comment will be the last item on the Agenda Review Meeting 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, [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, Texas 77479.
3. The form may be emailed to the Communications Department at [AddressBOT@fortbendisd.gov](mailto:AddressBOT@fortbendisd.gov) 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 Meetings 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 meetings, Workshops, Regular Business meetings and Special Called 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, and approve, the 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.
- The board president will coordinate administrative presentation topics, time allocations, and presentation format with the superintendent.
- At each Regular 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-ADOPTED STRATEGIC FRAMEWORK

## *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, following the Code of Ethics outlined herein, 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 suspend or 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. However, the Board President or chair may discontinue deliberations once all board members who wish to speak have been heard if board members' comments are redundant or argumentative.
- 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.
- Board members who intend to vote against a motion are encouraged to present their reason(s) for voting against the item being considered.

### **Closed Session:**

- The Board may only deliberate matters in closed session as permitted by the Open Meetings Act.
- All personnel matters must be conducted in closed session unless specifically required by the Open Meetings Act.
- Statements and opinions shared by trustees and others in closed session are confidential and must not be shared publicly.
- Confidential information provided in closed session, including but not limited to personnel information and information protected by 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 remain confidential unless and until the Board or superintendent take action permitted or required by law to make the information public.
- A vote on a matter deliberated in closed session must be made in open session.



## 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.
- Shall, upon the request of the board president and in the absence of the board secretary, keep time for all speakers during public comment at all board meetings and let speakers know when their allotted time is up.

### **The Secretary**

- Shall execute all documents requiring the secretary's signature.
- Shall keep time for all speakers during public comment at all board meetings and let speakers know when their allotted time is up.
- 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 or at the Board Agenda Review meeting if the Board President determines it is appropriate.



# 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 who are appointed to positions outside of the District, such as TASB Director, will provide regular updates to the Board.
- 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 or on social media 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. Trustees should refrain from commenting on pending legal matters including lawsuits, investigations, and grievances.
- 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 or the Board of Trustees.

- Trustees shall be held to the same professional and ethical standards that apply to board meetings in their personal use of social media.
- Trustees shall avoid discussing district business with a quorum of the trustees on social media platforms, in private text messages or via email.
- Trustees shall avoid social media communications that may be perceived as communicating that a pending board matter has been predetermined.
- Trustees shall not disseminate district provided information on social media that has not already been made public by the district.
- Social media communications about board meeting outcomes and discussions shall be limited to information that was disseminated during the open portions of the meeting.
- Communications related to district business must not be sent from one trustee to more than two other trustees, even if no reply is requested, expected, or received. Trustees receiving messages should not forward them or "reply all" if a quorum of trustees will receive the message. Trustees should not use "blind carbon copy (bcc:)" when sending e-mail to other trustees.
- Trustees shall not directly or indirectly communicate with vendors or bidders to the district regarding any pending bid or contract proposal.
- Communications relating to District business that are received by trustees from the public shall be forwarded to the superintendent for review and response.
- Social media posts relating to District business that are made by the public and seen by trustees shall be forwarded to the superintendent for review and response.
- Board members shall not use social media in a way that may confuse the public that they are posting on behalf of the district or promoting ideology on behalf of the district.
- Trustees who refer to their role as a Board member will post the following disclaimer to their social media bio/profile: *This is my personal [identify social media platform] and the views that I express on this page are my own personal views. I am not authorized to speak on behalf of the Fort Bend Independent School District and I am not expressing any opinion or view on behalf of the Fort Bend Independent School District.*
- Upon completion of their service, trustees shall return or confirm in writing that they have destroyed all confidential information disclosed during their term(s) served.

# 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 board members, a meeting must be posted and conducted in accordance with the Open Meetings Act.
- The Board 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 are the expectations of board members' standards of behavior?*

- Trustees should direct all questions, requests for information, and requests for meetings with staff to the superintendent. Trustees should not communicate with staff during work hours, or about district business, without the superintendent's knowledge and consent, except when communicating as a parent regarding their own children. Trustees should respect the superintendent's role and the need for following board policy and the proper chain of command. Trustees should refrain from communications with staff that circumvent or undermine the superintendent's authority, including, but not limited to, directing staff or soliciting information without the superintendent's knowledge and consent except as permitted by law. Trustee concerns or questions regarding a staff member's performance should be referred to the superintendent. Staff wishing to discuss personal concerns/complaints with trustees should be directed to follow board policy and the chain of command. A trustee may remind staff sharing personal concerns/complaints that the trustee wishes to remain impartial because the concern/complaint could become a grievance that is appealed to the board for its consideration.
- Except in your role as a Committee Chair or Board Liaison, no trustee shall direct or require district employees to provide information without the superintendent's knowledge and approval. Trustees should be respectful of staff's other duties and should not request creation or analysis of information unless approved by the superintendent.
- If the superintendent determines that responding to a trustee's request(s) for information is unduly burdensome the superintendent shall provide the request to the Board President who shall discuss the request with the requesting trustee to determine if the request might be modified in a manner that reduces its scope while satisfying the trustee's desire for information. In no event, however, shall this operating procedure be used to deny a trustee's lawful request for information. See Policy BBE (Legal). Trustees shall make requests for information in a timely manner and shall allow the superintendent and district staff a reasonable amount of time to respond.
- Trustees should submit requests for information relating to agenda items as early as possible to allow the administration time to prepare a response. The superintendent should inform the requesting trustee if the administration is unable to comply with the request prior to the meeting and the information should be prepared as soon after the meeting as practical.
- Upon completion of their service, trustees shall return or confirm in writing that they have destroyed all confidential information disclosed during their term(s) served.



## CONCERNS AND COMPLAINTS

*How should board members handle concerns or complaints presented by community members and others?*

- Board members may listen to concerns/complaints to the extent needed to gain an understanding of them but will not independently investigate them on behalf of the Board or District.
- Board members will refer concerns/complaints, including those seen posted on social media platforms, to the superintendent to ensure they are addressed within the chain of command and in accordance with applicable district policies and procedures.
- Board members should 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 trustees 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 trustees are not authorized to speak on behalf of the board without delegation of authority by the Board President.
- Individual board members who make public statements must emphasize that they are not speaking on behalf of the Board or District.

## CAMPUS VISITS

*Can board members visit campuses?*

- Board members are encouraged to visit campuses and school events provided they schedule their visit with the superintendent's office.
- 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.
- Board members are there to simply visit and not to direct staff or make requests of staff.
- Board members should submit requests to visit a campus to the superintendent.





# 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.



- If preapproved by the Board President and funds permit, reimbursement for other board-related governance or training opportunities, conventions, education-related conferences, or other purpose relevant to the work of the board may be allowed.
- Following completion of travel, a trustee must submit receipts for allowable expenses to the superintendent's office for reimbursement and provide a summary of the sessions attended. The procedures for processing of expenditures for authorized and documented travel expenses will be made in accordance with policies and procedures applicable to administrative staff.
- Trustees should be frugal when making travel arrangements. While it is understood that unforeseen circumstances may require a trustee to change travel arrangements resulting in additional charges, reimbursement will occur only if funds are available in the budget.

## REIMBURSABLE BOARD TRAVEL

- The district will only pay for, or reimburse, trustees for travel associated with advocacy or training that is directly related to a trustee's board service.
- Travel expenditures shall be approved by the Board President.
- Generally, the district will not pay for membership in special group organizations, excepting the Texas Association of School Boards (TASB) or groups whose advocacy aligns with board-approved advocacy initiatives. The Board should budget for travel for all trustees to attend the annual TASB Conference and the TASB Summer Leadership Institute (SLI).
- Other than attending the annual TASB Conference and SLI, a trustee will be eligible for reimbursement for a conference or training opportunity if the conference or training is located within the 48 contiguous United States, satisfies the statutory criteria for a trustee's continuing education hours, and is limited to the day(s) of travel that serve the board purpose (i.e., expenses related to additional days added for personal use will not be reimbursed by the district).

# 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 facilitating planning, drafting and implementing Board Priorities, Core Beliefs and Commitments, and Goals and Objectives.
  - **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, typically the Board officers, for the purpose of overseeing matters regarding board governance, such as the periodic revision of the Board Operating Procedures, recommending appointment of Board Counsel, periodic revision to the superintendent evaluation instrument and board self-evaluation instrument, and facilitation of the Board Leadership Academy. The full Board shall have opportunity to participate in the facilitation of portions of the Leadership Academy if they desire to participate.
  - **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.
  - **Policy Committee** – Composed of up to three trustees for the purpose of drafting District policies.

- 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.
- Committee members serve at the will of the Board President and can be removed by the board president at any time. Any trustee who believes he or she has been unfairly removed by the Board President can challenge their removal by placing an item on the board agenda for consideration by the board in accordance with policies and board operating procedures governing placement of items on a board agenda.
- 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.
- The role of standing and special board committees (ad hoc, external, task forces, etc.) shall be limited to the finding of facts and formulation of recommendations for action by the Board.
- Trustees should work with one another to assure a smooth transition across committee assignment by transferring all written materials to their successors, meeting with them to discuss pending committee matters, and assisting in other ways as needed.
- While committees are vital to the efficiency and operation of the Board, governmental bodies must hold a meeting to exercise its powers. As such, committees do not have the authority to make decisions on behalf of the Board.

Committee chairs shall provide brief and timely updates periodically to the full Board during public meetings. Committee chairs shall invite other Board members to ask questions or provide input, as appropriate for the topic at hand, so the committee may reconvene with guidance and input from the full Board.







## 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).
- The Board will conduct an annual self-evaluation in closed session. Adherence to Board Operating Procedures and Code of Ethics will be considered as part of the evaluation instrument.
- Board Members will have an opportunity at least once per school year to visit campuses (as organized by staff) to support Board member learning centered 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 at or near the end of the school year and is conducted in accordance with the Texas Open Meetings 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

## **Evaluation**

- The Board will perform an annual formative evaluation and an annual summative evaluation of the superintendent (to be conducted at or around the anniversary of the superintendent's hiring).
- 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.

## **Contract**

- The board will annually review the superintendent's contract and salary.
- The board president with the assistance of board counsel will negotiate contract changes with the superintendent and 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 in closed session.



# 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
- The Permission for Public Access form
- 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 10 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.





