



FRISCO ISD

BOARD OF TRUSTEES OPERATING PROCEDURES

Revised August 19, 2024



Frisco ISD Board of Trustees

Operating Procedures

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ARTICLE I: PREAMBLE

Section 1: Purpose

The Frisco Independent School District (“Frisco ISD” or “District”) Board of Trustees (“Board”) adopts and implements these Board Operating Procedures (“BOP”) to achieve the following purposes:

1. To outline the Board’s general powers and duties under Chapter 11 of the Texas Education Code and other applicable laws;
2. To establish procedural rules governing the operations of the Board; and
3. To apprise Trustees of the expectations of the Board with regard to Trustee conduct.

Section 2: Goals

In exercising its powers and fulfilling its duties, the Board shall strive to:

1. Act in the best interests of District students;
2. Engage with members of the community as partners in the education of District students;
3. Support District staff in their efforts to carry out the mission of the District;
4. Establish the goals and objectives that define the results the Board seeks to achieve;
5. Continually learn and innovate to improve the educational experience of District students;
6. Serve as a link between the District and state policy makers; and
7. Accept accountability for its decisions and actions.

Section 3: Scope

These Board Operating Procedures apply to all activities conducted by the Board and to the conduct of individual Trustees regarding District operations and business.

Section 4: Responsibility for Implementation

The Board and its officers are responsible for ensuring the implementation and adherence of Trustees to these Board Operating Procedures.

Section 5: Review

The Board Operating Procedures shall be reviewed by the Board at least annually.

Section 6: Ethics

- A. Trustees shall adhere to the [Texas Association of School Boards \(“TASB”\) Code of Ethics](#).
- B. Conflicts of Interest.
 - 1. In accordance with Board Policy BBFA (LEGAL), Trustees are required to sign a Conflict Disclosure Statement, as adopted by the Texas Ethics Commission, regarding any conflicts of interest within seven (7) business days after becoming aware of the facts that require the filing.
 - 2. A Trustee shall not participate in deliberations or actions of the Board on topics which create a conflict of interest for the Trustee. Should the Board need to discuss the topic in Closed Session, the Trustee with a conflict shall remove himself or herself from the Closed Session during the portion in which the topic creating a conflict is being discussed.
 - 3. Trustees shall be mindful of the perception of conflicts of interest.
 - 4. In the event a Trustee does not have an actual conflict of interest, but could reasonably be perceived to have a conflict of interest, the Trustee shall consider voluntarily abstaining from the deliberations or actions of the Board on the topic to ensure there is no appearance of impropriety and to protect the fidelity of the Board’s deliberations and action.
 - 5. A Trustee who believes he or she, or another Trustee, has an actual, or perceived conflict of interest, shall inform the Board President as soon as possible.

ARTICLE II: BOARD ORGANIZATION

Section 1: Board Officers

- A. The Board shall elect from its membership a President, Vice President, Secretary, and Parliamentarian. Officers are elected by majority vote of the Trustees present.
- B. Elections for Officers shall occur during the first Regular Board Meeting following the canvassing of election results for the annual Board election. In the event of a vacancy in an officer position, the Board President may call for nominations to fill the vacancy at any called Board meeting. At any time, a majority of the Board may vote to hold officer elections.
- C. A Trustee may not serve in more than one officer role simultaneously, except that a Trustee may serve both as Parliamentarian and any other officer role simultaneously.
- D. A Trustee may not serve as a Board Officer, other than in the role of Parliamentarian, unless the Trustee has served for at least one year on the Board.
- E. Duties of the Officers.
 - 1. The President shall have the following duties and responsibilities:

- a. Serve as the presiding officer at board meetings.
 - b. Form committees of the Board as necessary and appoint Trustees to the committees annually.
 - c. Call special meetings of the Board when necessary.
 - d. Sign legal documents as the representative of the Board.
 - e. Fulfill all duties and obligations required by Board Policy and state and federal law.
2. The Vice President shall have the following duties and responsibilities:
 - a. Serve in the capacity of the President in the absence of the President.
 - b. Fulfill all duties and obligations required by Board Policy and state and federal law.
3. The Secretary shall have the following duties and responsibilities:
 - a. Ensure that accurate records of Board meetings, including closed sessions, are kept.
 - b. Serve in the capacity of the President in the absence of the President and Vice President.
 - c. Sign legal documents as the Board Secretary and record keeper.
 - d. Fulfill all duties and obligations required by Board Policy and state and federal law.
4. The Parliamentarian shall have the following duties and responsibilities:
 - a. Assist in the conduct of meetings according to proper parliamentary procedure.
 - b. Advise the presiding officer on questions of parliamentary procedure.
 - c. Provide opinions to the Board regarding the interpretation or applicability of these Operating Procedures.

Section 2: Board Committees

- A. In accordance with Board Policy BDB (LEGAL), the Board has created ten standing committees to facilitate the efficient operation of the Board.
- B. Each standing committee shall consist of three Trustees, one serving as Chair and two serving as members.
- C. Standing Committees.
 1. Audit Committee;
 2. Capital Projects Committee;
 3. Communications Committee;
 4. Curriculum Committee;
 5. Finance Committee;
 6. Information Technology Committee;

7. Naming and Colors Committee;
8. Legislative Committee;
9. Policy Committee; and
10. Rezoning Committee.

- D. The Board President may create additional committees as necessary.
- E. Annually, the Board President shall assign the membership of each committee of the Board, including the designation of Chair of the committee.
- F. The Superintendent shall assign a staff liaison for each committee.
- G. The Chair of the committee, in consultation with the staff liaison, shall determine the number and frequency of meetings each year.
- H. The Chair of the committee shall provide regular reports to the Board regarding the work of the committee during regularly scheduled Board meetings.

Section 3: Vacancies on the Board

- A. Appointment of a Trustee
 1. If a vacancy occurs on the Board, the remaining Trustees may fill the vacancy by appointment in accordance with Board Policy BBC (LEGAL).
 2. The appointee must be a registered voter and resident of the District.
 3. The Board Officers shall draft a proposed application for use in soliciting interest from prospective appointees and guidelines for selection of an appointee. The draft application and guidelines for selection shall be presented to the Board for approval at a properly called Board meeting.
 4. The final, approved version of the application and guidelines shall be posted on the District's website.
 5. The application shall be open for 30 days, unless the Board takes action to set a different deadline for receiving applications. The deadline shall be posted on the District website at the same time as the application and guidelines for selection.
 6. Only candidates who complete the application in accordance with the selection guidelines and by the posted deadline shall be eligible for appointment to the vacant place.
 7. Once a candidate has submitted an application for review, no individual Trustee may communicate with the candidate outside of the prescribed selection process until the selection process has been completed.
 8. After the application deadline, the Board shall meet to review applications and select candidates for interviews.
 9. Interviews of the selected candidates shall be conducted at a properly called Board meeting.

10. The Board shall deliberate on the candidates and make an appointment at a properly called Board meeting.
11. The appointee shall serve until the next regular Trustee election at which point the place in which the vacancy occurred shall be placed on the ballot for the unexpired term.

B. Special Election

1. If the Board does not fill the vacancy by appointment, the Board may call a special election to fill the vacancy for the unexpired term in accordance with Board Policy BBC (LEGAL).
2. Such an election shall be conducted in the same manner as the district's general election.

Section 4: Taking Office

A. Oath of Office and Statement of Officer

1. A newly elected Trustee may be administered the Oath of Office at any point after the issuance of a certificate of election by the Board.
2. The Oath of Office must be administered by an individual listed in Texas Government Code Section 602.002.
3. The Statement of Officer and Oath of Office must be filed with the Assistant to the Superintendent and Board of Trustees in order for a newly elected Trustee to take office.

B. Administering the Oath of Office at a Board Meeting

1. Newly elected Trustees may choose to take the Oath of Office after the issuance of a certificate of election by the Board at any time, however, if they choose to have the Oath of Office administered outside of the first regular Board meeting after the issuance of a certificate of election by the Board, the new Trustee must also participate in the public swearing-in ceremony at such Board meeting.
2. Each newly elected Trustee shall participate in the new Trustee swearing-in ceremony and participate in publicly taking the Oath of Office, administered by the Assistant to the Superintendent and Board of Trustees or another employee of the District if the Assistant to the Superintendent and Board of Trustees is not available, at the first regular Board meeting after the issuance of a certificate of election by the Board.
3. Only District staff may administer the Oath of Office during a Board meeting.

ARTICLE III: GOVERNANCE

Section 1: Board Goals

- A. Annually, the Board will conduct a Board Self Evaluation and upon review of the results of this self-evaluation, identify goals for improvement.
- B. In addition, the Board will annually adopt priorities that guide the focus and direction of the Board for each year.

Section 2: Board Policy

- A. It is the responsibility of the Board to regularly review and maintain Board policies.
- B. Revisions to Board policy may be proposed by individual Trustees or District staff and shall be recommended to the Superintendent or designee.
- C. The Superintendent or designee shall review the proposed policy revisions in consultation with the District’s legal counsel and the Texas Association of School Boards Policy Service staff and make necessary adjustments to the proposal in accordance with state and federal law.
- D. Proposed policy revisions shall be presented to the Board Policy Committee of the Board for review. Any changes made to the proposed policy revision by the Superintendent or designee as noted above shall be described to the Board Policy Committee.
- E. The Board Policy Committee shall review the changes with the requesting Trustee, or with the Board President or designee if the changes are initiated by staff.
- F. If after review, one (1) or more of the members of the Policy Committee, in addition to the requesting Trustee, submit a request for the Board to take action on the proposed policy in accordance with procedures established by the Board President for requesting items be added to an agenda, the policy shall be presented to the full Board at a board meeting no later than the second regular board meeting, for which an agenda has not been posted, after the Board Policy Committee meets.
- G. The Chair of the Board Policy Committee, in consultation with the Board President, shall ensure that this process complies with all requirements of the Texas Open Meetings Act.

Section 3: Board Calendar

Prior to July 1 of each year, the Board President shall set the calendar for the Board for the upcoming year in consultation with the Superintendent.

- 1. The Board shall meet in a regularly scheduled meeting at least one time each month, except for the month of July. The meeting shall be held on the second Monday of each month, unless the second Monday is a District holiday or another conflict prevents the

Board meeting from taking place on such date, in which case, the Board President shall schedule the regular meeting for that month on an alternate date.

2. The Board shall conduct workshops throughout the year, as determined by the Board President in consultation with the Superintendent, to provide an opportunity for the Board to receive more detailed and in-depth information from District Staff.
3. In order to provide a regular, ongoing opportunity for members of the public to provide input to the Board, the Board shall hold no less than one (1) community input meeting during each grading period. The meetings shall be scheduled by the Board President, in consultation with the Superintendent. Community input meetings shall consist of comments by members of the public in accordance with these Operating Procedures, and staff response to any questions or concerns raised by commenters. No action items shall be included on agendas for community input meetings.
4. The Board President, in consultation with the Superintendent, may call additional special meetings as necessary throughout the year. In calling additional special meetings, the Board President shall make reasonable efforts to schedule the meeting at a time convenient for all Trustees and District staff.

Section 3: District Initiatives and Instructional Programs

In an effort to ensure the engagement of the Board in the initiatives and instructional programs of the District, each year, the Board President, in consultation with the Superintendent, shall develop a list of initiatives and programs that shall be reviewed by the Board over the coming year during scheduled Board workshops. Members of the public who have interest in learning more about the work and responsibilities of school board trustees may apply to participate in a Board Leadership Academy to learn more from District administrators and experts in the field about school board operations, responsibilities, and collaborative work with District staff.

Section 4: District Budget

The Board President, in consultation with the Superintendent or designee, shall develop a Budget process calendar which shall include a scheduled Board workshop regarding the budget, approximate dates by which the Board shall receive information relevant to the Budget, and the timeline for final Board review and adoption of the budget, and all associated legal notice or hearing requirements.

ARTICLE IV: BOARD TRAINING

Section 1: New Trustee Orientation

- A. Within 60 days after a Trustee has taken the Oath of Office, a new Trustee shall complete New Trustee Orientation.
- B. Content of Orientation.
 - 1. A meeting with the Board President and Superintendent to review the following:
 - a. The Board Operating Procedures;
 - b. Board Goals;
 - c. The Board’s annual calendar;
 - d. The State Board of Education’s framework for School Board Development;
 - e. Board Member Ethics, including prohibited practices and disclosure of conflicts of interest; and
 - f. Superintendent goals.
 - 2. Meetings with District staff, as assigned by the Superintendent to provide an overview of District operations, including, but not limited to, the following:
 - a. The District’s budget;
 - b. Assessing student performance and evaluating curriculum;
 - c. Recruitment, retention, and hiring practices;
 - d. Security and emergency management practices;
 - e. Student discipline and guidance & counseling;
 - f. Communications and community engagement practices;
 - g. Special Education services;
 - h. District technology;
 - i. Capital projects and improvement;
 - j. School leadership; and
 - k. Any other topics deemed necessary by the Superintendent.
 - 3. Logistical information regarding access to District electronic communications and district facilities, expense reimbursement procedures, and any other necessary logistical information.
- C. At the request of the Trustee, or at the discretion of the Board President, a new Trustee may be assigned an incumbent Trustee to serve as a mentor.

Section 2: Required Training

- A. Each Trustee shall complete the required continuing education as outlined in Board Policy BBD (LEGAL).

- B. Attending local, regional, state, and national conferences is highly encouraged, as is applying for the Leadership TASB program.
- C. At the regularly scheduled Board meeting in April of each year, the presiding officer shall report whether each individual Trustee has or has not met the training requirements.

ARTICLE V: SUPERINTENDENT AND THE BOARD

Section 1: Superintendent Evaluation

- A. Generally, the Superintendent's summative evaluation will be held in May.
- B. The evaluation shall be conducted using an evaluation instrument that is developed collaboratively with the Superintendent, adopted prior to the evaluation, and based on observable, job-related behavior.
- C. A formative evaluation may be conducted at any time as necessary if agreed upon by the Superintendent and the Board President.
- D. If a Trustee has a concern with the Superintendent's performance between evaluations, the Trustee shall inform the Board President.
- E. The Trustee and Board President shall decide how best to address the concern with the Superintendent.
- F. If two (2) or more Trustees are unsatisfied with the resolution, the Trustees may request that an item be added to the agenda of a Board meeting as a closed session item, in accordance with these Operating Procedures.

Section 2: Superintendent Contract

- A. Prior to the expiration of the Superintendent's contract, the Board shall determine whether to extend the contract, allow the contract to expire, or negotiate a new contract with the Superintendent.
- B. In making the determination, the Board shall consult with legal counsel to determine whether any additions, changes, or deletions need occur.
- C. Upon completion of any requested changes, the Board President shall provide a copy of the contract to all Trustees for review prior to approval.

ARTICLE VI: BOARD MEETINGS

Section 1: General Provisions

- A. Unless otherwise indicated in the notice of the meeting, Board meetings shall be held at the Frisco ISD Central Administration Building.
- B. All public portions of regular scheduled meetings at which the Board may take action or hear public comment are either recorded and/or minutes are taken and either the recording and/or minutes posted on the District website as soon as practicable after the date of the meeting. Any other meeting may be recorded at the discretion of the Board President.
- C. Trustees are expected to attend no less than 90% of scheduled board meetings.
- D. Trustees are expected to review the material sent to them regarding items on the agenda prior to the meeting and resolve questions prior to the meeting, when possible, by contacting the Superintendent or relevant District staff.

Section 2: Board Agenda

- A. The Superintendent, in consultation with the Board President, shall draft proposed agendas for all Board meetings.
- B. Trustees may request that the following items be placed on a meeting agenda in accordance with this section:
 - 1. Action items, other than proposed policy additions, deletions, or revisions which must be placed on an agenda in accordance with applicable provisions of these Board Operating Procedures.
 - 2. Staff reports on specific topics. The Superintendent, in his or her sole discretion, may select the appropriate staff members, or third parties if applicable, to provide such reports.
 - 3. Items for Trustee discussion only.
- C. Trustees may not request that members of the public participate in a Board meeting, except in accordance with the procedures for public participation described in these procedures.
- D. In making a request, a Trustee must provide sufficient information to describe the item such that it can be appropriately listed on an agenda in compliance with the Texas Open Meetings Act.
- E. The Board President, in consultation with the Superintendent, shall develop procedures for Trustees to request that applicable items be added to a Board meeting agenda.
- F. If two (2) or more Trustees, using the applicable procedures developed by the Board President, separately request that an item, as described above, be included on the agenda, the Board President shall determine whether the requests comply with these procedures

and any procedures for submission developed by the Board President. If the Board President determines that both requests comply with applicable procedures, the Superintendent shall add the item to an agenda for a Board meeting at an appropriate time in the near future. The item shall be added to a regular or special meeting agenda no later than the second regular Board meeting, for which an agenda has not been posted in accordance with the Texas Open Meetings Act, scheduled to occur after the Superintendent receives the request from the second Trustee. If the Board President determines that the requests do not comply with the applicable procedures, the Board President shall inform the requesting Trustee(s) of the defect in the request. The timeline for adding an item to the agenda shall not begin until two compliant requests have been received in accordance with applicable procedures.

- G. The Board President, in his or her sole discretion, shall have the authority to adjust the language of a requested item to ensure it is posted in compliance with the Texas Open Meetings Act, but shall ensure that the language of the item is such that the purpose of the item is not materially changed.
- H. The Board President shall not have the authority to remove an item placed on an agenda upon request of two (2) or more Trustees, except by consent of a sufficient number of the requesting Trustees such that only one requesting Trustee has not consented.
- I. Consent Agenda.
 - 1. Each agenda may include a portion of the agenda designated as the Consent Agenda.
 - 2. Items placed on the Consent Agenda may be approved in a single vote.
 - 3. The Superintendent, in consultation with the Board President, shall determine which items will be placed on the Consent Agenda.
 - 4. Any Trustee may request that a particular item be removed from the Consent Agenda and voted on separately.
 - 5. A Trustee may make such a request at any time prior to the presiding officer of a meeting calling for a vote on the Consent Agenda on which the item appears.
 - 6. However, Trustees shall make the request as soon as possible and before the meeting begins if possible.
 - 7. Such requests shall be made to the Board President and the Superintendent.
 - 8. When a Trustee has made such a request, the presiding officer of the meeting shall indicate that the item has been removed from the Consent Agenda and call the item separately for discussion and possible action.

Section 3: Procedures for Board Participation

Trustees are expected to conduct themselves professionally, ethically, and with decorum at all Board meetings.

1. Trustees shall conduct themselves professionally and ethically during meetings in accordance with Board Operating Procedures and policy.
2. Trustees shall not engage in external communications during Board meetings.
3. Trustees shall not engage in any discussion or debate, except in relation to a properly posted agenda item, and only after the item has been introduced by the presiding officer.
4. All comments made by Trustees shall be directed to the Chair or the Board as a whole, not to individual Trustees.
5. In consideration of action items, no debate or discussion may occur prior to a proper motion being made and seconded.
6. To ensure productive deliberations and the orderly conduct of Board meetings, Trustees shall speak only when recognized by the presiding officer. Trustees shall not speak while another Trustee is speaking.
7. The presiding officer shall recognize the movant first on the motion and, if the movant has not used all of his or her time, to close on the motion prior to a vote.
8. The presiding officer shall prioritize recognizing Trustees who have not yet spoken.
9. Trustees must keep comments, questions, and discussion relevant to the particular item on the agenda being considered at the time.
10. In speaking on an agenda item, each Trustee shall have no more than twenty (20) minutes, cumulative of all comments, questions, answers to questions from staff, and discussion on a particular item, unless the time has been extended by the presiding officer prior to or during the introduction of an item, or unless two-thirds (2/3) of Trustees vote to extend the Trustee's time.
11. When it appears that no Trustees have a desire to be recognized further, the presiding officer shall ask the Board if it is ready to close debate. If after a reasonable time no Trustee indicates a desire to be recognized, the presiding officer shall announce the end of debate and, if applicable, call a vote on the item.
12. At any time during a debate, any Trustee may move that the question be called and such a motion must be immediately voted on without debate. If a majority of Trustees votes in favor of the motion, debate on the original question is ended immediately and the Board shall vote on the original question at that time.
13. The Board shall abide by rules related to the priority and effect of motions and rules related to points of order as laid out in the most recent available version of Robert's Rules of Order, as determined by the presiding officer.
14. Trustees may make any motion considered proper and applicable in accordance with Robert's Rules of Order.
15. Trustees shall not criticize any other Trustee for the questions, comments, discussion, or vote taken by the Trustee at the meeting. Differences of opinion, if respectfully submitted,

are not to be construed as unacceptable behavior but rather as alternate views on a subject.

16. Trustees shall not disclose confidential legal advice provided to the Board during closed session during any discussion or debate regarding an Agenda Item or at any other time. Attorney-client privilege is held by the Board as a body and no individual Trustee may compromise such privilege.
17. Trustees may not coerce other Trustees to vote in a particular manner and no member may solicit votes in any manner.
18. Trustees may abstain from voting on items, but shall briefly explain the reason for their abstention.

Section 4: Procedures for Public Participation

A. Definitions.

1. "Agenda Item" means any item listed on an agenda for a Board meeting.
2. "Public Comment Session" means any portion of the meeting during which the Board takes public comment.
3. "Public Comment Form" means the form created by the District which individuals must complete in order to speak during the Public Comment Session of a meeting.

B. Procedures for Regular Board Meetings.

1. Sign-Up Procedures.

- a. Individuals wishing to provide public comment during a Regular Board Meeting must complete and submit the required Public Comment Form prior to the designated start time for the open meeting in which the individual desires to speak.
- b. Public Comment Forms are not carried over from one meeting to the next, even if the Board defers action on an item to a later meeting.
- c. No late Public Comment Forms will be accepted.
- d. Each individual wishing to speak must include their first and last name and home address on the Public Comment Form. Any individual who provides false or incomplete information will be deemed not to have completed the required public comment form and will not be called on to speak.
- e. Each individual shall designate which agenda item they wish to speak about during the meeting.
- f. Each individual shall have one opportunity to speak per board meeting for the time period allotted by the Board. An individual will not receive multiple, separate opportunities to speak for each different Agenda item, except in the case of a Public Hearing.

- e. At the discretion of the presiding officer, the Public Comment Session may be extended to allow all individuals signed up to speak as part of the Public Hearing or Public Testimony portions of the Public Comment Session to speak, or the Board may defer taking action on an item to another meeting.
5. Comments on Non-Agenda Items.
- a. Individuals signed up to speak during the Public Comment Session must keep their comments related to Agenda Items.
 - b. If an individual begins to discuss a non-agenda item, the presiding officer will inform the individual that they must keep their comments on Agenda Items or they will be required to end their comments.
 - c. If an individual falsely designates an Agenda Item on their Public Comment Card in an effort to speak during the Public Testimony portion of the Public Comment Session, the individual's actions will be considered disruptive and they may be removed from the meeting.
6. Disruptive Behavior.
- a. If a member of the public attempts to lodge a complaint against a named Frisco ISD staff member during the Public Comment Session, the Presiding Officer will provide a single reminder to the commenter that the appropriate mechanism for complaints is through the District's complaint policies and procedures and the commenter should refrain from such individualized complaints during his/her public comment.
 - b. If, at any point during a meeting, an individual or group of individuals in attendance becomes disruptive to the meeting, the individual or group will be provided with a single warning before being escorted out of the meeting.
 - c. Signs of any kind block the view of attendees at Board meetings. As a result, signs are considered disruptive to the Board meeting and are not allowed inside the Boardroom. Signs are permitted in the lobby outside the Boardroom or outside the building.
7. Responding to Public Comment.
- Any Board member may provide, or ask the Superintendent or designee to provide, specific factual information regarding existing policy and practice in response to public comments, however, the Board may not deliberate or decide regarding any subject that is not properly posted on the agenda for the meeting.

C. Procedures for Community Input Meetings.

- 1. The Procedures for Regular Board Meetings outlined herein apply to Community Input Meetings, except as described below.

2. The total time for public comment during a Community Input Meeting shall not exceed two (2) hours, unless extended at the discretion of the Presiding Officer.
3. Each individual who has signed up for public comment will receive 3 minutes to address the Board absent the necessity of a translator, regardless of the number of individuals who sign up to speak.
4. Individuals may provide input on any issue related to District business or governance.

D. Procedures for Special Board Meetings and Board Workshops.

1. The Procedures for Regular Board Meetings outlined herein apply to Special Board Meetings and Board Workshops, except as described below.
2. The total time for public comment will not exceed 10 minutes, unless extended in accordance with the procedures below.
3. Each individual who has signed up for public comment will receive 1 minute to address the Board.
4. At the discretion of the presiding officer, the Public Comment Session may be extended to allow all individuals signed up to speak on an Agenda Item to speak, or the Board may defer taking action on an item to another meeting.

Section 5: Procedures for Staff Participation

- A. District staff shall ensure that, to the extent practicable, all materials related to the agenda for a Board meeting are available to the Board at least three (3) school business days prior to the meeting.
- B. The Superintendent shall ensure that appropriate District staff are available at Board meetings to provide information to, and answer questions of, the Board.

Section 6: Closed Sessions

- A. The Superintendent, in consultation with the Board President, may include items on an agenda for discussion in closed session. Items must be listed on the agenda in accordance with the Texas Open Meetings Act.
- B. All discussion and information shared in the Closed session shall remain confidential in accordance with the Texas Open Meetings Act.
- C. If, during closed session, the Board engages in consultation with its attorney regarding a matter in which a Trustee is in an adverse position to the District, the Board may exclude the adverse Trustee from the portion of the closed session in which the Board consults with its attorney regarding the matter to preserve attorney-client privilege.

- D. The Board Secretary shall keep minutes of closed sessions and, after signature of the Board President, shall be sealed in an envelope and provided to the Assistant to the Superintendent and Board of Trustees.

Section 7: Procedures for Voting

- A. After discussion has concluded on a particular item, the presiding officer may request a motion on the item.
- B. When a motion has been duly made and seconded, the presiding officer shall call for a vote on the motion.
- C. All Trustees, including the Board President, may make and second motions, and vote on motions.
- D. Trustees shall cast a vote on every motion, except when the Trustee chooses to abstain and explains the reasoning for the abstention.
- E. Trustees shall vote by show of hands and voice.
- F. The presiding officer may conduct a roll call vote, if necessary, to ensure that each Trustee's vote is accurately recorded.
- G. All votes, including dissenting votes and abstentions, shall be recorded in the minutes of the meeting.

ARTICLE VII: CONDUCTING BUSINESS

Section 1: Individual Authority of Trustees

- A. Trustees, as individuals, shall not exercise authority over the District, its property, or its employees.
- B. Except in accordance with the duties of Board Officers specified in these Board Operating Procedures, individual Trustees may act on behalf of the Board only with the express authorization of the Board.
- C. Without such authorization, no individual Trustee may commit the Board to any action.
- D. No Trustee has the authority to direct District employees in regard to the performance of their duties.

Section 2: Transacting Business

- A. All business transacted by the Board shall be an action of the whole Board, binding upon each Trustee regardless of their individual vote on the matter.
- B. All Trustees shall respect and support the will of the Board as determined by lawfully conducted votes on proposed actions.

- C. This does not preclude an individual Trustee from explaining a dissenting vote, but does preclude a Trustee from actively undermining, or attempting to undermine, the decision of the Board.

Section 3: Trustee Expenses

- A. Trustees shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board’s request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.
- B. For any authorized expense incurred, the Trustee shall submit documentation of the expense in accordance with District procedures applicable to employee reimbursement.
- C. All Trustee expenses must be reviewed by the Board Officers and approved by the Board President or designee prior to payment by the District.
- D. If a Trustee believes that an expense was incorrectly denied by the Board President or designee, the Trustee may request that the Board Officers review the decision of the President.

ARTICLE VIII: BOARD ADVOCACY

Section 1: Advocacy Philosophy

- A. Trustees are encouraged to advocate for public school students both within the District and across the state of Texas.
- B. Trustees shall build positive, working relationships with local, state, and federal representatives, regardless of political party, to effectively communicate the importance and benefits of public education.
- C. State law prohibits Trustees from using District resources to advocate for or against a particular candidate, political party, or ballot measure.
- D. Trustees shall not communicate in such a way as to indicate that the District has taken a formal position on pending legislation.
- E. If a Trustee chooses to initiate independent political advocacy, including but not limited to initiating communication with a member of the legislature or their staff, or testifying before a governmental agency or legislative committee, the Trustee shall clarify that such advocacy reflects their personal opinions and actions and does not necessarily reflect the opinions of the District or of the Board.

Section 2: Legislative Priorities

- A. Each even-numbered year, the Board shall adopt Legislative Priorities for the upcoming regular session of the Texas legislature.
- B. The Legislative Priorities shall be consistent with the mission of the District and developed with robust input and engagement from members of the community including staff, parents, taxpayers, and students.

Section 3: Coordination with Staff

- A. Trustees shall coordinate with appropriate District staff and the Chair of the Legislative Committee when communicating with state and federal officials regarding the District.
- B. Trustee communications shall be consistent with the District's Legislative Priorities and Legislative Action Plan.

ARTICLE IX: INDIVIDUAL TRUSTEE CONDUCT

Section 1: Compliance with Board Operating Procedures

- A. Trustees shall comply with the Operating Procedures at all times while serving as a Trustee on the Board.
- B. Should a Trustee have a serious, specific concern regarding another Trustees compliance with these Operating Procedures, the Trustee shall attempt to resolve the concern according to the following procedure:
 - 1. The concerned Trustee shall have a private conversation with the other Trustee in an effort to resolve the issue.
 - 2. If the concern cannot be resolved, the concerned Trustee shall meet privately with the Board President, or Vice President if the concern relates to the Board President, to express the concern.
 - 3. If the Board President determines that the concern is valid, the Board President and the concerned Trustee shall meet with the other Trustee to attempt to resolve the issue.
 - 4. If the concern still remains unresolved, the concerned Trustee shall request that the Board President add an item to the agenda for the next regularly scheduled Board meeting for the Board to discuss the concern in Closed Session in accordance with the Texas Open Meetings Act and these Operating Procedures. No action of the Board may be taken regarding the concern at the meeting at which this discussion occurs.

Section 2: Requirement to Report Certain Investigations

- A. Any Trustee who becomes aware that he or she is the subject of a criminal investigation related to allegations of sexual conduct with, or assault of, a minor shall provide written notice of the investigation to the Board President, or the Board Vice President if the Trustee who is the subject of an investigation is the Board President.
- B. Upon receipt of written notification, the Board President, or Vice President, shall forward the written notification to the entire Board and add an agenda item for discussion of the notification in closed session at a Board meeting within 5 business days of receipt of the notification.

Section 3: Censure of a Trustee

- A. If, after the discussion of a concern or a report under Section 2, at least four (4) Trustees request that the censure of the Trustee be added to the agenda for a Board meeting, the Board President, or the Vice President if the censure is regarding the Board President, shall cause a resolution of censure to be created outlining the complained about behavior, the desired behavior, and a statement of agreement that the behavior is inappropriate.
- B. A resolution of censure may also include one or more of the following punitive actions:
 - 1. Removal of the Trustee from one or more Board committees;
 - 2. Prohibiting the Trustee from entering District facilities, except to the extent necessary for the Trustee to participate in Board meetings or exercise his or her rights as a parent if applicable;
 - 3. Prohibiting the Trustee from participating in District events, except to the extent necessary for the Trustee to participate in Board meetings or exercise his or her rights as a parent if applicable;
 - 4. Requesting that the Trustee resign;
 - 5. Other actions deemed appropriate by the Board, provided that no action included may infringe on the constitutional rights of the Trustee or the Trustee's parental rights, if applicable.
- C. No Trustee may be removed from office except for incompetency, official misconduct, intoxication, or conviction of a felony.
- D. Nothing in these Operating Procedures shall be construed to limit a Trustee's constitutional rights.

Section 4: Requests for Information

- A. A Trustee, acting in his or her official capacity, may request specific information, documents, and records maintained by the District in accordance with Board Policy BBE (LOCAL).
- B. Individual Trustees may not direct the Superintendent, or any other employee of the District, to create any information, documents, or records not already maintained by the District.
- C. A Trustee, acting in his or her official capacity, shall not have access to confidential student information unless the Trustee has a legitimate educational interest in the information.
- D. Any time the District provides a Trustee confidential information in response to a request for information, the District shall inform the Trustee of the responsibility to maintain the confidentiality of the information and the District's data security controls.
- E. When appropriate, information requested by a Trustee shall be provided to the entire Board.
- F. Trustees requesting information in his or her personal capacity shall have no greater access to information than that provided to members of the public.

Section 5: Maintenance of Records

- A. Any record related to school business, regardless of the location or type, must be retained in accordance with the District's adopted retention schedules and potentially available to the public in accordance with the Texas Public Information Act.
- B. Any Trustee that creates a record related to school business, including communications such as text messages, emails, etc., must forward the record to the District for retention in accordance with the District's records retention program.

Section 6: Visits to Campuses

- A. Trustees are encouraged to visit District campuses but shall contact the campus administration to schedule the visit in advance, unless the visit is part of a scheduled activity occurring on the campus.
- B. Trustees may not visit campuses or classrooms for the purpose of investigation or personnel evaluation.
- C. Trustees must wear identification when visiting campuses.
- D. This section only applies to visits by Trustees in their official capacity and does not have any impact on a Trustee's ability to visit a campus as a parent.

Section 7: Communication

- A. Except for the Board President, individual Trustees do not have the authority to speak on behalf of the Board or the District without prior approval of the Board.
- B. Questions from the Public.

1. Individual Trustees may provide factual information in response to questions from members of the public, but shall not attempt to predict the Board's position or what Board action will be taken on a particular issue.
2. Trustees shall not attempt to answer questions for which they do not know the answer and instead shall direct the inquiry to appropriate District staff, or contact appropriate District staff to learn the answer.

C. Social Media.

1. Trustees shall use discretion when utilizing social media sites, blogs, and similar online tools.
2. Trustees shall distinguish between their personal social media accounts, those used for campaigning, and those used for official District business.
3. If a Trustee includes their title as Trustee or otherwise identifies themselves as a Trustee or school official on the Trustee's personal social media account(s), account(s) used for campaigning, and/or personal or campaign-related online publications, the Trustee must include a disclaimer on such account or publication clearly indicating a post and/or information from the account is intended to convey speech as a private citizen rather than speech in the Trustee's official capacity. Examples of such disclaimer language include:
 - i. Opinions posted here are my own and not those of Frisco ISD or the Board of Trustees of Frisco ISD; or
 - ii. Views expressed here are my own and are not endorsed by Frisco ISD or the Frisco ISD Board of Trustees.

D. Media Requests.

1. All media requests shall be directed to the District Communications department.
2. The Board President shall serve as the spokesperson for the Board and shall communicate the position of the Board in accordance with the will and actions of the Board.

E. Communication as a Parent.

1. Trustees who are parents of students in the District shall clearly indicate to District staff when they are speaking as a parent and not acting in their official capacity as a Trustee.
2. Trustees shall not request, expect, or require, extra consideration, or preferential treatment for their students as a result of their position as a Trustee.

Section 8: Legal Counsel

- A. Requests for legal counsel shall be made through the Board President.

- B. If legal counsel is sought for the Board, the Board President shall request the presence of the Board’s legal counsel during the Closed Session of the next Board meeting.

Section 9: Election-Related Activities

- A. Neither the Board nor individual Trustees may use state or local funds, or other District resources, to electioneer for or against any candidate, measure, or political party.
- B. Service as a Trustee is non-partisan and as such Trustees shall refrain from speech or expression that electioneers while serving in the capacity of an elected official for the District.
- C. Campaigning for Reelection
 - 1. Trustees shall not solicit individual District employees for their endorsement or vote during the employee’s work hours.
 - 2. Trustees may not use any District resources, including District intellectual property, such as the District logo, etc., in campaigning for re-election.
- D. Endorsements
 - 1. The Board as a whole shall not endorse any candidate campaigning for public office.
 - 2. For individual Trustees, prior to endorsing a candidate for public office, the Trustee shall consider that the Board operates as a non-partisan, elected body that works with elected officials of both political parties in exercising its duties, and the impact that an endorsement by the Trustee may have on the effectiveness of the Board in exercising those duties.
 - 3. If a Trustee chooses to endorse a candidate for partisan elected office, the endorsement shall not include any reference to the Trustee’s role as a Frisco ISD Board Trustee.
- E. Board Elections
 - 1. At the conclusion of an election, Trustees must work together to govern the District.
 - 2. Trustee support of a candidate for election to the Board may have a negative impact on the ability of the Board to function cohesively and constructively.
 - 3. As a result, Trustees shall consider the impact of their participation in the campaign of an individual seeking election to the Board, including the provision of an endorsement, prior to engaging in such a campaign or providing an endorsement.

ARTICLE X: COMPLAINTS

Section 1: Participation in Complaint Response

- A. Formal Complaints.

1. Trustees shall not participate in responding to any formal complaint or grievance unless the complaint or grievance has reached Level III in accordance with Board Policies.
2. Any Trustee who receives a formal complaint shall refer the individual or the complaint to the Superintendent or designee.
3. Trustees shall not conduct meetings with individuals who have filed formal complaints until the complaint process has been completed.

B. Informal Complaints.

1. When an individual, who has not yet filed a formal complaint, brings a complaint or concern to a Trustee, the Trustee shall refer them to District staff to resolve their concern.
2. Trustees shall not attempt to resolve the concern on behalf of the individual.

C. Complaints During Public Comment.

1. If an individual attempts to express complaints or grievances to the Board during the public comment portion of a Board meeting, the presiding officer shall direct the individual to the District's complaints processes.
2. However, Trustees shall not be considered ineligible to hear a complaint solely on the basis of the complainant expressing the complaint during the public comment portion of a Board meeting.

Section 2: Hearings

- A. Level III appeals of formal complaints are considered by the Board through written submission, in accordance with applicable Board Policies.
- B. However, two or more Trustees may request that a specific appeal be heard by oral presentation.
- C. Trustees wishing to request that a Level III appeal be heard by oral presentation shall submit their request to the Board President and the Superintendent at least 10 days prior to the next regularly scheduled Board meeting.
- D. Trustees are responsible for making a determination as to whether they can fairly and objectively evaluate a complaint.
- E. If a Trustee cannot fairly and objectively evaluate a complaint, the Trustee must recuse himself or herself from hearing and voting on the complaint.