



Frankston Independent School District

Established 1929

Post Office Box 428, Frankston, Texas 75763 • 903-876-2556

FISD BOARD PROCEDURAL MANUAL

WHAT IS A BOARD POLICY AND PROCEDURAL MANUAL

The function of the FISD School Board is to represent the vision and values of the district's stakeholders; this is what it means to govern the district. The function of the superintendent is to implement the district stakeholders' vision and values; this is what it means to manage the district.

This document is the Board's policy and procedural manual and is focused on how the School Board governs the district. In addition, there is the district procedure manual that is maintained by the superintendent and is focused on how the superintendent manages the district.

(<https://pol.tasb.org/PolicyOnline?key=119>)

HOW TO USE THIS BOARD MANUAL

This is the official Board Policy and Procedural Manual for Frankston ISD. The manual is divided into five sections — Ethics, Goals, Guardrails, Delegation, and Governing — followed by appendices.

The **Ethics** policies focus on promoting the best interests of the District as a whole and, to that end, the Board shall adhere to the included ethical standards.

The **Goals** policies focus on the direction the Board wants to lead the school system. Because schools only exist to improve student outcomes, the Goals section is concerned with the outcomes the community wants to see for its students. The Goals section includes the vision and goals.

The **Guardrails** policies focus on the protections the Board puts in place regarding unacceptable circumstances. Because the School Board must represent not only the community's vision but also its values, the Guardrails section is concerned with identifying behaviors that the superintendent may not engage in because they would be violations of the community's values. The Guardrails section includes the theory of action and guardrails.

The **Delegation** policies focus on the Board's cascading of authority to staff who are directly evaluated by the Board. The Delegation section includes the extent and nature of delegation and delegate evaluation.

The **Governing** policies focus on the Board's roles, board member roles, and how board members conduct themselves. The Governing section includes descriptions of the Board's role, board member ethics, board self-evaluation, monitoring calendar, board meeting procedures, communication procedures, and community engagement procedures.



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1.0 ETHICS

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

1.1 Equity In Attitude

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

1.2 Trustworthiness in Stewardship

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

1.3 Honor in Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

1.4 Integrity of Character

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

1.5 Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.



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1.6 Student Centered Focus

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

2.0 GOALS

2.1 Vision

Frankston ISD will provide all students with a comprehensive educational experience and a culture of excellence with world-class standards, ensuring that each child learns, grows, and achieves to their potential.

2.2 Board's Goals

The Board's goals, as aligned to the vision, are:

- Goal 1: Increase the percent of 3rd grade students that score meets grade level or above on STAAR Reading from 43% (2019) to 65% by August 2025.
- Goal 2: Increase the percent of 3rd grade students that score meets grade level or above on STAAR Math from 49% (2019) to 65% by August 2025.
- Goal 3: Increase the percent of graduates that meet the criteria for College Career Military Ready (CCMR) from 71% (2019) to 88% by August 2025.
- Goal 4: The gap between the white population and the economically disadvantaged population, as measured by STAAR (all subjects, all grades), will decrease from 14 percentage points in June 2021 to 5 percentage points by June 2027.

3.0 GUARDRAILS

3.1 Theory of Action

- To be added at a later date

3.2 Superintendent Guardrails

In attaining the Board's goals, the superintendent shall not:

- Guardrail 1: The superintendent will not allow teachers to go without well-developed lesson plans according to the lesson cycle that are aligned to highly tested student expectations.
- Guardrail 2: The superintendent will not allow teachers to go without weekly instructional walk throughs by campus administration as documented by the T-TESS aligned form in DMAC.
- Guardrail 3: The superintendent will not allow campuses to go without at least one highly developed TEKS-aligned formative assessment with questions written to the rigor of the



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student expectation (all grades, all core subjects) each nine weeks.

4.0 DELEGATION

4.1 Delegation to the Superintendent

The School Board shall concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies shall be an administrative task to be performed by the superintendent and their staff who shall be held accountable for the effective administration and supervision of the entire school system.

All matters to be submitted to the Board shall first be brought before the superintendent for investigation. If these matters require Board action, they shall be presented to the Board by the superintendent or their designee. Board members, acting as individuals, have no authority over school affairs, but have such authority when acting as a body duly called in session. Board members will refrain from acting as arbitrators of complaints. All complaints will be channeled through the superintendent for resolution.

The Board believes that vision, goal setting, goal monitoring, and the legislation of policies are the most important functions of a Board, and that the execution of the policies should be the function of the superintendent.

The superintendent shall be the sole person responsible to the Board for the entire school program. All official board actions and decisions will take place only when the Board convenes formally. The Board and the superintendent will strive at all times to preserve institutional integrity and support each other, the faculty, and students. They will strive to maintain mutual respect for each other and be mindful that it is the solemn duty of each to fulfill the hopes and aspirations of the general school community and to always act within the framework of the local, state and federal laws when implementing duly constituted board policies.

4.2 Superintendent's Role

The superintendent, as the Board's sole executive officer for managing school system operations, shall be responsible for accomplishing any reasonable interpretation of the Board's goals within the boundaries provided by the Board's guardrails, and state and federal law.

State and federal law require board adoption of policies on a variety of topics. The Board's adopted policies in the district procedure manual constitute compliance with these legal requirements. In accordance with state law, the superintendent shall be responsible for preparing recommendations for policies to be adopted by the Board, overseeing implementation of adopted policies, and developing appropriate administrative procedures. In recommending policy for board adoption, the superintendent shall identify when the Board is required to adopt policy or has statutory decision-making authority that cannot be delegated to the superintendent. Required board policy addressing



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administrative issues shall be handled by consent agenda, with the superintendent informing the Board of substantive changes.

Any operational issues not required to be board adopted shall be addressed in district procedure manual and the Board shall take necessary steps to remove such issues from board policy.

4.3 Superintendent Evaluation

The Board shall annually evaluate the superintendent based on the school system's achievement of the Board's goals and compliance with the Board's guardrails.

5.0 GOVERNING

5.1 Powers and Duties of School Board

Members of the Board shall attend board meetings, discuss items presented on the agenda, suggest other items for consideration and vote upon motions and resolutions presented. Official decisions of the Board can be arrived only at duly constituted board meetings. Individual board Members or groups of board members do not have independent authority to speak for the Board and should make no out-of-meeting commitments unless directed to do so on behalf of the Board.

5.2 Board's Guardrails for the Board

The Board shall operate within the Board's role (as defined above) and the Board's operating procedures (as defined below). The Board, either collectively or through the actions of individual board members, shall not:

- Guardrail 1: The Board shall not perform or appear to perform any of the responsibilities delegated to the superintendent.
- Guardrail 2: The Board shall not violate any board-adopted policy or board operating procedures.
- Guardrail 3: Cumulative during a quarter, the Board will not spend less than 50% of its regularly scheduled board meeting time progress monitoring the Board's student outcome goals or guardrails.
- Guardrail 4: The Board shall not go more than 3 months without completing a self-evaluation using the Lone Star Governance Integrity Instrument.

5.3 Board Officer Roles & Responsibilities

The President of the Board shall preside at board meetings, shall perform all duties imposed by the state statutes, and shall perform such other duties as may be prescribed by law or by action of the Board. The Board President shall have the same right as other members to offer resolutions, make motions or second motions, discuss questions, and vote thereon. The Vice President of the Board shall have the powers and duties of the Board President in the event of absence or disability of the board President. The secretary of the Board shall keep, or cause to be kept, a full and accurate record of the



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proceedings of the Board which shall be transcribed into the official minutes of the Board. The secretary shall sign official district documents that require the signature of the secretary's office.

5.4 Board Committees

Committees, composed of board members, may be selected for special assignments. Such committees shall be appointed by the Board President and shall terminate upon completing their assignments, or may be terminated by a vote of the Board at any time. All recommendations of a committee must be submitted to the Board for action. The role of the Board's committees is to advise and support the work of the Board, not to advise or direct district staff.

No committee may meet until the Board President has first defined the committee's president, members, deliverable, and due date for the deliverable. Committees that fail to provide their deliverable back to the full board by the due date shall be disbanded and the Board President may create a new committee to accomplish the deliverable -- but the former President from the failed committee is not eligible to serve on a new committee formed for a similar purpose.

5.5 Board Self Evaluation

The Board shall regularly conduct formative self-evaluations and, within 45 days prior to conducting the annual superintendent evaluation, an annual summative self-evaluation. The Board shall self-evaluate using a research-based self-evaluation instrument.

5.6 Board Agenda

- 10 Calendar days Before Board Meeting: For each board meeting the superintendent will provide all items to be considered -- including legal documents, support materials, staff presentations, etc -- to board members at least 10 calendar days prior to the board meeting during which the items will be considered. The superintendent will always provide recommendations for items that require board approval. All consent-eligible items will be placed, by default, on the consent agenda. Once board members receive the materials, they may immediately begin submitting questions to the superintendent. Any items not provided to the Board at least 14 days in advance will not be eligible for consideration and will be moved to the subsequent meeting agenda.
- 5 Calendar days Before Board Meeting: Board members will have five calendar days to submit questions about the agenda items to the superintendent and allow the superintendent to respond.
- 4 Calendar days Before Board Meeting: Board members will have the following two calendar days to request items be removed from the "consent" agenda and placed on the "regular" agenda for discussion and consideration. If at least three board members request an item to be moved from the consent agenda to the separate vote agenda by 73 hours prior to the board meeting, the Admin office will immediately make the change. This is the only time before or during board



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meetings that items will be able to be moved from the consent agenda to the separate vote agenda.

- If board members need to recuse themselves from participation in an item on the agenda because of a conflict of interest, they must declare that in writing to the Admin office and copy the Board President. If the Admin office receives a declaration, it will create a second consent agenda item -- a “recusal consent” agenda -- to place items on that are subject to a conflict of interests so that board members can vote on the standard consent agenda without voting on an item on the conflicted consent agenda.
- 3 Calendar days before Board Meeting: The Admin office will post the final agenda 72 hours in advance in accordance with state law. The board meeting agenda must include a copy of the Q&A document. No additional changes will be made to the board agenda during the 72-hour period prior to the board meeting.
- Day of Board Meeting: No additions to the agenda or removal of items from the consent agenda will be made to the board agenda during the board meeting. Motions to that effect will be ruled out of order by the Board President.

5.7 Board Meeting Procedures

The School Board shall meet regularly. A majority of the members of the Board shall constitute a quorum for the transaction of business. Special and recessed meetings may be held upon the call of the Board President, or upon a call of a majority of the board members. The Board may go into executive session under the circumstances permitted by statute, and the minutes of the Board shall show in each instance any final action taken in executive session.

All business shall be transacted in open meeting with the superintendent present. All action taken by the Board shall become official at the time it is taken. The superintendent or their designee shall be present at all meetings except when the trustees discuss matters germane to the superintendent.

All action taken by the School Board shall become official at the time it is taken. All school business shall be transacted at board meetings, and members shall avoid commitments through personal interviews with individuals which might tend to hamper or embarrass the trustees or to prejudice their decision.

5.8 Public Comment In Board Meetings

The School Board desires to hear the viewpoints of stakeholders throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the district. Because the Board is not the district ombudsman, stakeholders are encouraged to fully utilize meetings with school officials, site councils, and administrative procedures to communicate and resolve issues with the school administration *prior* to presenting the issue to the Board.



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5.9 Board Member Conflict of Interest

It shall be unlawful for any member of the board to participate in decision-making when they have or own any direct or indirect interest individually or as agent or employee of any person, partnership, firm or corporation, in any contract made or let by the board for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children, or in any sub-contract indirectly connected with the above-stated activities. To protect the community's confidence in their work, board members will make every effort to avoid the reality of or perception of a conflict of interest.

5.10 Board Member Responses to Comments and/or Complaints

1. Board members will listen respectfully and remain impartial.
2. Board members will clarify that it is unethical for them to intervene directly with staff but that it is their role to aid stakeholders with connecting to the appropriate staff members. In most cases, this will be a teacher or a principal.
3. Board members will ask if the commentator/complainant has followed the District's procedures and/or chain of command.
4. If the commentator/complainant does not know the procedures or chain of command, the Board member will aid them in identifying the appropriate staff member. It is unethical and inequitable, however, for the board member to communicate directly or indirectly with district staff on behalf of the commentator/complainant.
5. This policy shall not be construed to apply to comments/complaints alleging criminal activity.

5.11 Board Member Concerns About Superintendent Performance

1. If, at any time, a board member becomes concerned that the superintendent may have (1) breached any term of the superintendent's contract, (2) violated a state or federal law, (3) violated a board policy or (4) failed within a reasonable amount of time to address a specific issue identified by the full Board, the following process will be used:
 - a. The concerned board member will meet privately with the superintendent to discuss their concerns in order to resolve the issue(s). The concerned board member may elect to bring their concerns to the Board President instead who will assist in resolving the issue(s).
 - b. If the concerned board member does not feel that the resolution is satisfactory the board member may request, through the Board President, that an item be placed on the next regular meeting agenda as a Closed Meeting item. The concerned board member must inform the Board President in writing of the specific nature of any concern(s) which prompted the request for a Closed Meeting.
 - c. In addition the Board President may, of their own accord, place an item on a regularly scheduled meeting agenda as a Closed Meeting item to discuss concerns about the professional performance of the superintendent.



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2. In the event that a Closed Meeting is called, the Board must listen to the concern(s) and make a determination if the issue raised is truly cause for concern. Failure to make such a determination shall end the board meeting.
3. If the majority of the Board determines that there is a violation or breach of one of the items listed, the following process will be followed:
 - a. The exact nature of the deficiency will be documented and discussed with the superintendent.
 - b. A plan for remediation will be written, to include action(s) to be taken and timelines.
 - c. The Board President shall monitor the plan for compliance and the results will be made part of the superintendent's annual performance evaluation.
 - d. It shall be the responsibility of the Board President to ensure that all documentation relating to performance deficiencies shall be appropriately placed in the superintendent's personnel file.

5.12 Board Member Concerns About Non-Superintendent Employee Performance

1. When a board member becomes concerned about the performance of District employees they must bring their concerns directly to the superintendent and inform the Board President. Such concerns must be limited to:
 - a. Actions which are illegal
 - b. Egregious violations of Board policy
 - c. Actions which are harmful to the District's or Board's reputation.
2. Board members must remain cognizant that District personnel are the responsibility of the superintendent, not the Board.
3. The superintendent is obligated to listen to such concerns, review the matter and notify the Board of the resolution of the matter to the extent allowed by policy.
4. When a board member has concerns about the performance of District employees which relate to employee, student, Board or community safety, the board member will notify the superintendent and, when appropriate, the police department.

5.13 Board Member Concerns About Board Member Performance

1. If a board member believes that another board member has violated Conflict of Interest, board policy, or state or federal law, it is the responsibility of the concerned board member to discuss the alleged violation with the other board member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board President.
2. If, after the concerned board member has privately discussed the alleged violation with the other board member, the concerned board member remains unsatisfied that the alleged violation has been addressed, the concerned board member may submit, in writing, the allegation to the Board President (arbiter). If the Board President is involved in the allegation, the concerned board member may instead submit the allegation, in writing, to the Board Vice-



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President or the next most senior board member not involved in the allegation who is then obligated to serve as arbiter instead.

3. The board members involved will conference to discuss the alleged violation. All parties are strongly encouraged not to allow any further escalation of these procedures and the arbiter's duty is to work to avoid such escalation.

5.14 Board Member Visit to School Campus Activities

- Board members **are** encouraged to attend special events on campuses.
- Board members shall not go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
- Board members must notify the principal of visits to campuses when they are not attending a scheduled activity.



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APPENDIX 1: Board Monitoring Calendar

MONTH	GOAL / GUARDRAIL MONITORING	TRAININGS / EVALUATIONS	MONTHLY AGENDA ITEMS
July	GPM 1.1, 1.2, 1.3	Board Quarterly Self Eval	Budget Workshop
August	GPM 2.1, 2.2, 2.3	*Sexual Abuse, Human Trafficking & Other Maltreatment of Children (Online)	Budget Public Hearing & Annual Adoption
September	Goals 1, 2, 3, 4 (Overview of Progress)	*School Security Training (Online)	
October	GPM 1.1, 1.2, 1.3	*Texas Education Code Update & Board Quarterly Self Eval	
November	GPM 2.1, 2.2, 2.3	Team Building/*ESIO Training	FIRST Public Hearing
December	GPM 3.1, 3.2, 3.3		Financial Audit Report
January	GPM 4.1, 4.2, 4.3 & Guardrails 1, 2, 3	Annual Board Superintendent Eval & Board Quarterly Self Eval	TAPR Public Hearing Superintendent Contract Renewal
February	Goals 1, 2, 3, (MOY Progress)		Administrators Contract Renewals
March	GPM 1.1, 1.2, 1.3		Teacher Contract Renewals
April	GPM 2.1, 2.2, 2.3	Board Quarterly Self Eval & Cybersecurity Training (Online)	Annual Staff Nonrenewals & Board Training Reporting
May	GPM 3.1, 3.2, 3.3	Local Orientation (New Board Members)	
June	GPM 4.1, 4.2, 4.3 & Guardrails 1, 2, 3	Summer Leadership Institute	*Biennial (Every other year)



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APPENDIX 2: Legal Notice Regarding Legacy List

This document is the official board policy manual for Frankston ISD. All other policies and procedures in use by FISD are subordinate to and must not conflict with this board policy manual.

Not Delegated

As required by state law, the following policies in the district procedure manual are not delegated and may not be modified or deleted without the Board's prior approval. The Board does delegate all implementation and monitoring authority for these district procedures to the superintendent so long as their implementation does not violate any policies in this board policy manual. The superintendent remains responsible, additionally, for notifying the Board if any of these non-delegated procedures are recommended for modification or removal.

A series	FCA	GACL	ILA
BA series	FDA	GACN-GADA series	JBD
BBA-BBE series	FEB	GADE-GADG	JBG
BC-BH series	FEC	GADQ	JBL
CB-CD series	FEE	GAEE	JCBA
CE	FEF	GBBA	JCB
CHAA-CI series	FFA	GBDA	JCE
DA-DEGA series	FH	GBED-GBEG series	JCF-JCH series
DEH-DHA series	GAAAA	GBEJ	JCIB
DIA	GAAA	GBEM	JCJ
DIEB	GAAB	ICC-ICL series	JCP
DIED	GAAE	IDEE	JCQ
DIEF	GAAF	IDG	JDJ
DIEI	GAAI	IDIA	JFA
DIEJA	GABA	IGAA	JKAA-JKC series
DIEM-DOA series	GACD	IIA	KBA
EBD	GACH	II	
EB	GACI	IKB	
EJ	GACJ	IKI	

Delegated

As allowed by state law, all other procedures in use by Frankston ISD that are not required by state law to be retained by the Board are fully delegated by the Board to the superintendent. The superintendent may modify or delete these procedures without the Board's prior approval. The superintendent remains responsible, however, for ensuring that any such modifications or deletions do not cause district procedure to conflict in any way with this board policy manual.



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APPENDIX 3: Communication

INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORTS

- Board members shall request information and/or reports through the Board President to the superintendent or by requesting the information directly from the superintendent, using a standard form provided by the superintendent.
- The superintendent will gather the information and/or report and disseminate it in a timely manner to the entire Board.
- Board members are encouraged to advise the superintendent of questions or concerns on agenda items before the board meeting.

CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- The board member will hear the citizen's problem for full understanding.
 - Repeat problem back to citizen.
 - Encourage members of the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.
 - Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
 - For complaints that cannot be resolved through informal complaint resolution process, remind the citizen of the formal complaint resolution procedure found in GF (Local) and remain impartial.
- The board member is encouraged to notify the superintendent as quickly as possible after learning of an issue.

EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- The board member will hear employee's problem for full understanding.
- Repeat problem back to employee.
 - Explain chain of command to employee.
 - Remind employee of the due process procedure and remain impartial.
 - Refer employee to appropriate person in the chain of command.
- Board member is encouraged to notify the superintendent as quickly as possible after learning of an issue.

COMMUNICATIONS

- Superintendent will meet with the Board President on a routine basis.
- Superintendent will communicate with all board members via regular transmittals.
- Superintendent will communicate information in a timely fashion to all board members.
- Requests to superintendent from any board member will be distributed to all board members.



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MEDIA INQUIRIES TO THE BOARD

- The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention. All board members who receive calls from the media should direct them to the Board President or designee. Individual board members can answer media questions related to their personal stance on pending issues; however, the Board President will be the official spokesperson for the Board as a whole.

ANONYMOUS PHONE CALLS AND/OR LETTERS

- The Frankston Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

CONSTITUENT CONDUCT DURING BOARD MEETINGS

- Constituent participation in the regular board meeting
 - The Board shall allot 30 minutes to hear persons who desire to make comments to the Board during the Open Forum.
 - Persons who wish to participate in the Open Forum portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
 - Constituent comments will be heard at the time listed on the routine agenda.
- Board response to persons addressing the Board during the regular meeting
 - The Board shall not engage in dialogue with persons during the board meeting on non-agenda items in compliance with the Open Meetings Act.
 - The Board President may direct the superintendent to investigate issues raised by speakers and report back to the Board through transmittal or at a designated meeting.
 - No presentation shall exceed five minutes.
 - Unused minutes from one speaker may not be accrued by another speaker.
 - Each speaker is limited to one opportunity at the microphone regardless of minutes used.
 - Delegations of more than five persons shall appoint one person to present their views before the Board.
 - The Board President shall recognize persons who sign up to speak in the order of the sign in sheets as submitted to the secretary.
 - The person addressing the Board should stand at the microphone and state his/her name before beginning the comment.
 - Non-Allowable Comments (Board/Audience)
 - The Board will not entertain comments on individual personnel or officials (by name or position) in public session (employees or board members).
 - The Board will not entertain comments on individual students in public session.
 - Speakers shall be respectful in their comments.
 - The Board will not allow derogatory comments.
 - No signs or placards shall be brought into the Board Room.



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- The audience shall refrain from talking or applause during the comments.
- The Board President shall read the following introductory remarks before public comments are listed on the agenda:

The Board encourages comments from citizens of the district or from district employees. Anyone wishing to speak, either as an individual or as a representative of a group, may do so at this time. Statements from individuals not in attendance may not be read during Open Forum. The Board asks that comments pertain to public education issues and be no longer than five minutes.

The Board will listen, but the Open Meeting Act prevents us from responding to speakers. Each person has one opportunity at the microphone regardless of minutes used. Unused minutes may not be accrued by another speaker. If five persons sign up to address the Board on the same topic, a spokesperson will be selected to speak five minutes for the group. The Board Secretary will time the comments and alert the president when time has expired.

The Board will not allow personal attacks or derogatory comments, nor entertain any comments on individual personnel or officials, by name or position, during Open Forum, or at any time during an Open Board meeting.

Additionally, the Board will not entertain comments on individual students in public session. Comments regarding an individual employee or Board Member must be heard in closed session only. This is to protect the rights of the individual and the interests of the school district.

Additionally, Open Forum is not the appropriate place to have complaints and grievances addressed.

- Participation in public hearings is the same as above with the following changes:
 - During public hearings, the Board is assembled only to gather information.
 - The introductory remarks change to reflect the difference in setting (a hearing).
 - Board members shall not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
 - No limit shall be made on how many persons may speak on an issue or position.
 - The Board may elect to receive electronic or written input relating to the issue being discussed.