

Celebrating and Creating
Traditions of Excellence



COPPELL INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES

OPERATING PROCEDURES

visiona

collabora

serv



governance advocate



Cindy Warner
President, Place 6



Bennett Ratliff
Vice-President, Place 7

The mission of the Coppell Independent School District, as a global leader in educational excellence, is to ensure our students achieve personal success, develop strong moral character, and become dynamic citizens through a customized, innovative learning experience led by a visionary staff and community.

“On behalf of the Board of Trustees, I want to thank you for your involvement and support of our schools. We welcome and value your input and are all deeply committed to serving the students and citizens of Coppell ISD. Although we come from different backgrounds and bring different skills, we work together as a team to make decisions that always put the student first. I hope you take the opportunity to learn as much as possible about the outstanding public education offered in Coppell schools.”
— Cindy Warner, Board President

Welcome!

The Coppell Independent School District welcomes you to this meeting. A distinguishing feature of public schools in America is that control over the education of its children has been kept close to the people. Because different citizens have different ideas about schools, this responsibility always presents a challenge.

The ultimate responsibility for public education rests with the state. Texas has delegated much of that responsibility to the local School Board. Despite highly prescriptive state and federal laws, and State Board of Education regulations, local school districts still have significant latitude in shaping the educational programs of their schools.

CISD Board members encourage your expression of views today on matters affecting your school.





trustworthy

integrity

communication

About the Board

Trustees act officially as a group to serve the best interests of the students and employees and to protect the taxpayers' investment in the District. Board authority is defined by federal and state law and by regulations set by the State Board of Education. For example, the State Board of Education dictates the curriculum that must be taught in all Texas public schools. The local School Board only has the authority to impact how that pre-determined curriculum is delivered to the students.

The Board is guided by parliamentary procedure as detailed in Robert's Rules of Order. Responsibilities of the Board include:

- Hire and evaluate the Superintendent
- Develop and implement a budget and submit bond issues to the District's voters when needed
- Evaluate and set policy

Board members are required by law to attend continuing education training every year and are encouraged to attend seminars that are helpful to their individual performance and/or support District goals. The Board President also assigns Board members to serve on District committees each year.

Electing Board Members

The Board of Trustees consists of seven members elected by voters residing within the District's boundaries to serve three-year terms without pay. While candidates run for specific places, they do not represent specific geographical areas; rather, each represents Coppel ISD at-large. School Board elections are held annually. Vacancies occurring after the election may be filled by appointment until the next election is conducted. Following the annual election, the Board elects a president, vice-president and secretary to serve for one-year terms.



Susie Kemp
Secretary, Place 1



David Apple
Place 2





Anthony Hill
Place 3



Thom Hulme
Place 4

Board Meetings

Trustees re-convene for open session at 7:30 p.m. during the *Monthly Business Meeting* on the fourth Monday of each month (check the CISD website for exceptions) in the Board Room of the Vonita White Administration Building, 200 S. Denton Tap Road, Coppell. Regular meetings may be reset or relocated, and special meetings may be called.

Agendas are posted at the front entrance of the Vonita White Administration Building 72 hours prior to a *Business or Special Meeting* and at least two hours before an *Emergency Meeting*. Notices and agendas are also posted on the District's website at www.coppellisd.com. The news media is notified of all meetings, which are open to the public and subject to the Texas Open Meetings Act.

Monthly Business Meeting: This is a business meeting held in public on a scheduled date (currently the fourth Monday of each month). The Board enters into *Executive Session* (closed to the public) at approximately 6:30 p.m. and re-convenes in *Open Session* at 7:30 p.m. when the community is welcome to attend. Action on agenda items may be taken during this time.

Special Meeting: This is a meeting held on a date other than the regular *Monthly Business Meeting* and is scheduled on an as-needed basis. There are several types of *Special Meetings*. The Board may meet in *Executive or Work Session* or may arrange for a *Public Forum* or *Joint Special Meeting*. To determine the type of *Special Meeting* being called, review the meeting notice or agenda at www.coppellisd.com. Action may be taken.

Executive Session: This is part of a meeting of the Board of Trustees that is not open to the public. Only certain topics may be discussed, such as personnel, student discipline, security, land acquisition, or legal matters. No action may be taken.



objective stewards

Work Session: This is a meeting between Board members and staff to discuss items and receive information. The public may observe; however, this is not a time for public input. Action may be taken.

Public Forum: This is a meeting to give and/or receive information. The forum may address a specific topic or may be a general information session to receive public input. This meeting may be held in the Board Room, at individual schools, or in the community. Action may be taken.

Joint Special Meeting: This is a meeting of the Board of Trustees and another governmental body held in *Executive Session*, which is not open to the public. Only certain topics, as noted in *Executive Session*, may be discussed. Action may be taken.

Emergency Meeting: This is a meeting usually called to address a situation that must be handled immediately. An *Emergency Meeting* is scheduled with at least two hours notice to the public. Action may be taken.

The Superintendent

Superintendent Dr. Jeff Turner was hired by the School Board as the chief administrator and executive officer. With the assistance of his staff, the Superintendent directs, guides and coordinates the total educational and administrative program in accordance with Board policies and the rules and regulations of the Texas Education Agency. He attends all Board meetings and brings recommendations to the Board for action in carrying out the business of the School District.

"The Coppell ISD Board of Trustees is a dynamic group of volunteer leaders who work tirelessly to ensure your most prized possession, your children, receive an outstanding educational experience in a district where they are prepared for success that extends far beyond the classroom."
— Dr. Jeff Turner



*Scott Orr
Place 5*



*Jeff Turner, Ed.D.
Superintendent of Schools*



Addressing the Board

Persons wishing to address the Board of Trustees during *Open Forum* at a *Monthly Business Meeting* must complete an information card between 7:00-7:30 p.m. and submit it to the Assistant Board Secretary. In accordance with the Texas Open Meetings Act, Board members are not allowed to answer questions or concerns posed by individuals during *Open Forum*. The Board members, however, may choose to contact individual(s) following the Board meeting to discuss concerns.

Open Forum protocol:

- Questions, compliments, comments, and concerns must be addressed to the Board of Trustees as a whole.
- Up to five minutes will be allotted to each speaker.
- Timekeeping is the responsibility of the Board Secretary.
- Any group who wishes to speak should designate a spokesperson to address the Board.
- Speakers are prohibited from identifying staff members by name or position and from using abusive or defamatory language or gestures.
- Expressions of hostility, including hand-held signs or placards, and behaviors such as booing, clapping, or cheering, are also prohibited by both speakers and audience members.

Addressing a Concern

If citizens wish to express themselves regarding a specific school, program, teacher, or child, dialogue should begin at the level closest to the concern. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.





prepared

dynamic

flexible

Step One: Visit with teacher

Step Two: Visit with guidance counselor

Step Three: Visit with principal (If a school-wide concern, this becomes step one.)

Step Four: Visit with appropriate central administrator (Asst. Superintendent for Administration, Asst. Superintendent for Curriculum and Instruction, Executive Director of Intervention Services, Director of Student Services, etc.)

If the citizen is not able to resolve the concern informally, he/she may initiate a formal complaint or grievance. For specific details about this process, refer to the Board policies (GF Local) online at www.coppellisd.com under the Superintendent and Board of Trustees link.

Contacting Board Members

Citizens wishing to express themselves regarding policy, finances, or other responsibilities of the Board should use one or more of these alternatives:

- Speak during *Open Session* or at a *Public Forum*.
- E-mail Board members. (Board email addresses may be found on the Board of Trustees section of the District website at www.coppellisd.com.)
- Write a letter. (Deliver written letters to the Assistant Board Secretary at the Vonita White Administration Building for distribution.)

Note: When contacting Board members, please include first and last name, address, and phone number. Send a copy to all Board members. Duplicated letters will be read and reviewed, but because of the quantity, Board members may not be able to respond to each individual letter. The Texas Open Meetings Act precludes members from taking a position on an issue outside a public meeting. This may impede the Board's ability to respond to concerns privately.



excellence community



*CISD School Board (Back L-R) Thom Hulme, David Apple, Scott Orr, Anthony Hill
(Front L-R) Secretary Susie Kemp, President Cindy Warner, Vice-President Bennett Ratliff*

For More Information

To have Board action clarified or for more information about the School District, citizens are asked to call 214.496.6000 or visit the School Board information section of the District website at www.coppellisd.com.

Meeting agendas, summaries, official meeting minutes, and policies are posted on the District website. Official meeting minutes may also be obtained by following open record procedures.

