



STEPHEN F. AUSTIN STATE UNIVERSITY CHARTER SCHOOL

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***500: Open Government SFA Charter Board Policy***

## **Module 500: Open Government**

The Open Government Module 500, is the fifth module of the SFA Charter School Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to the school, as well as specific board policies designed to comply with these legal requirements. Other policy modules in the series include:

Module 100: Financial Operations

Module 200: Charter School Governance & Organization

Module 300: General School Operations

Module 400: Students

Module 600: Human Resources

## **Legal Abbreviations Used In the TCSA Model Board Policy Series**

Atty. Gen. Op.	Attorney General Opinion
C.F.R	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
Tex. Educ. Code	Texas Education Code
Tex. Gov't Code	Texas Government Code
Tex. Labor Code	Texas Labor Code
Tex. Loc. Gov't Code	Texas Local Government Code
U.S.C. A	United States Code Annotated

## **500.020. TEXAS OPEN MEETINGS ACT**

### **SECTION 1. Compliance**

SFA CHARTER SCHOOL shall comply with the Texas Open Meetings Act.

### **SECTION 2. Meetings**

Section 2.1. Location. Unless otherwise provided in the notice for a meeting, regular board meetings shall be held at the Early Childhood Research Center, Room 216, 2428 Raguet Street, Nacogdoches, TX 75965.

Section 2.2. Time. Regular meetings of the Board shall be held on or near the second Wednesday of quarterly months at 12:00 PM. The Board Chair may change the date or time of a regular meeting. The notice for that meeting shall reflect the change in date or time.

Section 2.3. Special or Emergency Meetings. Notice shall be sent out establishing the time and place of special and emergency meetings.

The Board Chair shall call special meetings at the Board Chair's discretion.

The Board Chair may call an emergency meeting only when the Board Chair determines that an emergency or public necessity, as defined by the Texas Open Meetings Act, warrants the meeting.

Section 2.4. Closed Meeting. The board may conduct a closed meeting when the agenda includes a subject that by law may be discussed in a closed meeting.

### **Section 3. Agenda**

Section 3.1. Preparation. In consultation with the Board Chair, the CEO/PRINCIPAL shall prepare the agenda for all board meetings. Any board member may request a subject be included on the agenda for a meeting and the CEO/PRINCIPAL shall include on the draft agenda proposed to the Board Chair all topics that have been requested by the board members that have been timely submitted.

Before the agenda is finalized, the CEO/PRINCIPAL and board secretary shall consult with the Board Chair to secure his or her approval of the final agenda. The Chair shall approve the draft agenda as presented unless, in the Board Chair's discretion, compelling reasons exist to add or delete an agenda item from the draft agenda.

Section 3.2. Deadline for Submitting Agenda Items. The deadline for submitting items for inclusion on the agenda is at least five calendar days before a regular meeting.

### **Section 4. Voting**

Voting shall be by voice vote or show of hands, as directed by the Board Chair. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded in the minutes.

Proxy voting is not allowed.

### **Section 5. Minutes**

The Board Secretary shall record all board action. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board Secretary.

### **Section 6. Board Meeting Discussions**

Discussions at board meetings shall be limited to the items on the board agenda. The Board Chair shall halt any discussion that does not apply to an agenda item. If a member of the public begins discussing an item not on the posted agenda, the Board shall only listen to the citizen's concern. The item may be posted for discussion at a future board meeting.

## **500.040. TEXAS PUBLIC INFORMATION ACT**

### **SECTION 1. Compliance**

SFA CHARTER SCHOOL shall comply with the Texas Public Information Act (PIA) and it shall be the policy of SFA CHARTER SCHOOL to provide a suitable copy of public information within a reasonable time after the date on which the copy is requested. Pursuant to the policy of Stephen F. Austin State University, all PIA requests received by SFA CHARTER SCHOOL staff are forwarded to the Officer for Public Information of the university.

### **SECTION 2. Officer for Public Information**

Section 2.1. Designation. Pursuant to the policy of Stephen F. Austin State University, the General Counsel is the Officer for Public Information. The Officer for Public Information is responsible for the release of public information in compliance with the PIA.

## **500.060. RECORDS MANAGEMENT**

### **RECORD MANAGEMENT POLICY**

WHEREAS, as a university charter school, SFA CHARTER SCHOOL is subject to Stephen F. Austin State University policy 2.9, Records Management, and is also considered to be a local government for purposes of state law; and

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; NOW THEREFORE:

#### **SECTION 1. DEFINITION OF RECORDS OF THE SFA CHARTER SCHOOL.**

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the SFA CHARTER SCHOOL or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the SFA CHARTER SCHOOL and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

#### **SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.**

All records as defined in Sec. 1 of this plan are hereby declared to be the property of the SFA CHARTER SCHOOL. No official or employee of the SFA CHARTER SCHOOL has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

#### **SECTION 3. POLICY.**

It is hereby declared to be the policy of the SFA CHARTER SCHOOL to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act, the policies of Stephen F. Austin State University, and accepted records management practice.

#### **SECTION 4. RECORDS MANAGEMENT OFFICER.**

The SFA Records Administrator will serve as the records management officer for the SFA CHARTER SCHOOL as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act and university policy.