



Module 500: Open Government

Charter Board Policy for New Frontiers Charter School

Open Government - Module 500

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TEXAS OPEN MEETINGS ACT

The governing body (“Board”) of New Frontiers Charter School, Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1 - Compliance

New Frontiers Charter School, Inc. 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:

New Frontiers Charter School
4018 S. Presa
San Antonio, TX 78223

Section 2.2 - Time

Regular meetings of the Board shall be held on the 3rd Wednesday of every month at 4:30 p.m. The Board President or in the President’s absence, the Board Secretary, in consultation with the CEO, 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 President shall call special meetings at the Board President’s discretion.

The Board President shall call emergency meetings when the Board President 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 President, the CEO/Superintendent 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/Superintendent shall include on the draft agenda proposed to the Board President all topics that have been requested by the board members that have been timely submitted.

Before the agenda is finalized, the CEO/Superintendent shall consult with the Board President to secure his or her approval of the final agenda. The Board President shall approve the draft agenda as presented unless, in the Board President'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 seven days before the scheduled board meeting.

SECTION 4 - Voting

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

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 President Meeting Discussions

Discussions at board meetings shall be limited to the items on the board agenda. The Board President 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.

TEXAS PUBLIC INFORMATION ACT

The governing body (“Board”) of New Frontiers Charter School, Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1 - Compliance

New Frontiers Charter School, Inc. shall comply with the Texas Public Information Act (PIA) and it shall be the policy of New Frontiers Charter School, Inc. to provide a suitable copy of public information within a reasonable time after the date on which the copy is requested.

SECTION 2 - Officer for Public Information

Section 2.1 - Designation

The Board designates the CEO/Superintendent and/or designee as the Officer for Public Information. Each department head is an agent of the officer for public information for purposes of complying with the PIA. The Officer for Public Information is responsible for the release of public information in compliance with the PIA.

Section 2.2 - Duties

The duty of the Officer for Public Information is to ensure compliance with the PIA.

Section 2.3 - Sign Display

In accordance with the PIA, the Officer for Public Information shall prominently display a sign(s) regarding rights, responsibilities, and procedures under the PIA. Such signs may be found on the Attorney General of Texas’ website:

<http://www.oag.state.tx.us/open/pia/piasign120110.pdf>

https://www.oag.state.tx.us/open/pia/piasign120110_span.pdf

SECTION 3 - Charges for Public Information

The Officer for Public Information may charge requestors for public information as permitted by the PIA.

RECORDS MANAGEMENT

RECOMMENDED POLICY FROM THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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; and

WHEREAS, New Frontiers Charter School, Inc. desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; NOW THEREFORE:

SECTION 1 - Definition of Records of the New Frontiers Charter School, Inc.

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 New Frontiers Charter School, Inc. 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 New Frontiers Charter School, Inc. and shall be created, maintained, and disposed of in accordance with the provisions of this policy 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 New Frontiers Charter School, Inc. No official or employee of the New Frontiers Charter School, Inc. 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 New Frontiers Charter School, Inc. 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 and accepted records management practice.

SECTION 4 - Records Management Officer

The Executive Director of Finance and/or designee will serve as the Records Management Officer for New Frontiers Charter School, Inc. 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.

SECTION 5 - Records Control Schedules

Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in New Frontiers Charter School, Inc. as provided by law. Any destruction of records of the New Frontiers Charter School, Inc. will be in accordance with these schedules and the Local Government Records Act.