



S&S CISD Board of Trustees Code of Conduct

Recommended Working Draft

Prepared for Board Review

Adopted: _____ Last Reviewed: _____

DISTRICT MISSION

All students shall have the opportunity to learn in an environment conducive to developing skills needed to be productive and contributing members of society.

This document should be reviewed against current law and Board policy before adoption. If this Code conflicts with law or Board policy, the controlling authority governs.

Purpose and Shared Commitment

The S&S CISD Board of Trustees adopts this Code of Conduct to define the standards of behavior that support lawful, ethical, respectful, and effective governance. It complements the Board Standard Operating Procedures, which describe how the Board carries out recurring governance work.

Each trustee commits to place students and the District's mission first, act with integrity, respect the Board's collective authority, and help maintain a productive Board–Superintendent team.

1. Serve the Entire District

I will base decisions on the best interests of all S&S CISD students and the District as a whole—not on personal interests, individual constituencies, friendships, family relationships, or political pressure.

I will seek reliable information, consider the long-term impact of decisions, and remain focused on student outcomes, safety, fiscal responsibility, and the District's mission.

I will not use my position to obtain special treatment for myself, my family, friends, or others.

2. Respect the Board's Collective Authority

I understand that individual trustees have no authority to act for the District outside a properly convened Board meeting unless the Board has specifically authorized that action.

I will not direct, supervise, investigate, evaluate, or interfere with employees or day-to-day District operations.

I will express my views and vote independently, while recognizing that the Board governs through collective action.

I will After the Board has acted, I may accurately state my own vote or viewpoint, but I will not misrepresent the Board's decision or undermine lawful implementation of that decision.

3. Honor Roles, the Chain of Command, and Due Process

I will refer employee, parent, student, and community concerns to the appropriate level of the District's chain of command and allow established complaint, grievance, and appeal processes to work.

I will remain impartial when a matter could later come before the Board and will avoid private fact-finding, promises, commitments, or conclusions in advance.

I will not visit campuses, classrooms, departments, or work sites for the purpose of investigating or evaluating personnel or operations. When visiting as a trustee, I will follow District procedures and make reasonable efforts to notify the appropriate administrator, except when attending a scheduled public school event.

I will When acting as a parent or community member, I will clearly identify that role and will not use my trustee position to influence the outcome.

4. Prepare, Participate, and Stay Focused on Governance

I will prepare for meetings by reviewing Board materials, completing required training, and asking timely questions through the appropriate process.

I will attend meetings regularly, participate respectfully, remain focused on the posted business, and support fair opportunities for every trustee to be heard.

I will focus oversight on policy, goals, student outcomes, financial stewardship, systems, controls, and the Superintendent's performance—not on managing individual employees, purchases, or routine administrative decisions.

I will make information requests in a manner consistent with Board policy and will respect reasonable time needed for staff to respond.

5. Communicate Respectfully and Professionally

I will treat fellow trustees, the Superintendent, employees, students, families, and community members with dignity, even when we disagree.

I will address issues rather than attack motives, character, or personality. I will avoid threats, intimidation, bullying, harassment, discrimination, ridicule, and demeaning or inflammatory language.

I will listen with an open mind, seek clarification before assuming intent, and work toward solutions rather than personal conflict.

I will not use “reply all” emails, group texts, social media, or serial communications to discuss or deliberate Board business outside a properly posted meeting. Logistical communications are permitted.

6. Protect Confidential and Sensitive Information

I will maintain confidentiality when required by law, including information received in closed session, student and employee records, attorney-client communications, and other protected information.

I will not use confidential information for personal advantage, political purposes, retaliation, or to benefit another person.

I will use care before forwarding, posting, copying, or discussing District records and will consult the Superintendent or legal counsel when confidentiality is uncertain.

I understand that confidentiality obligations continue after my Board service ends.

7. Act with Integrity and Avoid Conflicts of Interest

I will comply with applicable conflict-of-interest, disclosure, recusal, ethics, campaign, and records laws and Board policies.

I will disclose conflicts promptly and complete any required affidavit, abstention, or recusal.

I will not accept gifts, favors, employment, benefits, or commitments that could improperly influence—or appear to influence—my official judgment.

I will not use District staff, equipment, funds, materials, communication systems, or events for campaign purposes or personal business.

8. Use Public Statements and Social Media Responsibly

I will Unless authorized to speak for the Board, I will make clear that I am speaking only for myself and will not claim to represent the Board's collective position.

I will refer media requests for an official Board response to the Board President or authorized spokesperson and notify the Superintendent as appropriate.

I will communicate accurately, avoid sharing confidential information, and recognize that public posts, comments, messages, and electronic communications may affect trust in the District and may be subject to retention or disclosure requirements.

I will not use public communication to pressure employees, conduct investigations, debate pending grievances, or create the appearance that I have predetermined a matter that may come before the Board.

9. Support an Effective Board–Superintendent Team

I will respect the Superintendent’s responsibility for managing the District and the Board’s responsibility for governance, policy, goals, evaluation, and oversight.

I will communicate concerns directly and appropriately rather than through rumor, staff pressure, triangulation, or public surprise.

I will provide candid input during the Superintendent evaluation process and support the Board’s adopted goals and evaluation calendar.

I will work to build trust while still asking appropriate questions and exercising independent judgment.

10. Commit to Learning and Accountability

I will complete required training and seek continued growth in school governance, finance, student outcomes, legal responsibilities, and effective Board teamwork.

I will participate honestly in the annual Board self-evaluation and review of this Code.

I will When I make a mistake, I will accept responsibility, correct it when possible, and learn from it.

I will respectfully address conduct concerns through the accountability process below rather than allowing unresolved concerns to damage the work of the Board.

Accountability and Response to Concerns

The purpose of accountability is to restore effective governance, protect the District, and encourage correction—not to silence lawful disagreement or punish a trustee for an unpopular vote.

1	Whenever practical, a trustee with a concern should first address it privately and respectfully with the trustee involved.
2	If the concern is unresolved, serious, repeated, or involves the Board President, it may be brought to the Board President, Vice President, Superintendent, or legal counsel, as appropriate.
3	Any formal Board discussion or action must be placed on a properly posted agenda and conducted in compliance with law, policy, and applicable due-process rights.
4	Depending on the circumstances and authority provided by law or policy, the Board may take no action, request corrective action, recommend training, issue a public reprimand, reconsider an officer or Board-appointed leadership role, or take another lawful action.
5	Nothing in this Code limits any person’s right to use applicable complaint procedures or report suspected unlawful conduct to the proper authority.

Annual Review

The Board will review this Code of Conduct at least annually and when changes in law, policy, Board membership, or governance needs make review appropriate. Adoption and revisions will occur in a properly posted open meeting.

Trustee Attestation

By signing below, each trustee acknowledges having read this Code of Conduct and agrees to uphold it while serving on the S&S CISD Board of Trustees. The Superintendent's signature acknowledges a commitment to support the Board in following its adopted governance standards.

President Signature Date:	Vice President Signature Date:
Secretary Signature Date:	Trustee Signature Date:
Trustee Signature Date:	Trustee Signature Date:
Trustee Signature Date:	Superintendent (Acknowledgment) Signature Date:

Adoption and Revision Record

Action	Date	Notes

Recommended for review against current S&S CISD Board policy and by district legal counsel before adoption.