

**S & S CONSOLIDATED
INDEPENDENT SCHOOL DISTRICT
MISSION STATEMENT**

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



BOARD OF TRUSTEES

CODE OF CONDUCT &

STANDARD OPERATING PROCEDURES

I. DEVELOPING THE BOARD MEETING AGENDA

A. Placement of Items on the Agenda

1. Agendas are created by the administration and presented to the Board.
2. The Superintendent shall include on the agenda all trustee-requested items that have been submitted in a timely manner.
3. Any member of the Board of Trustees, with the concurrence of the President of the Board or one other member, may request that a subject be included on the agenda for a meeting. That request shall be forwarded to the Superintendent or President of the Board.

B. Finalization of the Agenda

1. The deadline for submitting items for inclusion on the agenda is noon of the fifth day before the regular meetings and noon of the fifth day before special meetings.
2. No item can be placed on the agenda less than 72 hours in advance of the meeting unless an emergency or urgent public necessity exists.
3. Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.

C. Timely Notification of Board Meetings

1. Board members shall be notified of a meeting
 - A. At least 72 hours prior to a regular or special meeting.

B. At least 2 hours prior to an emergency meeting.

2. Board members will be advised, through administrative reports.

D. Items for a Closed Session

1. All personnel issues must be conducted in a closed session, unless specifically required by the Texas Open Meetings Act, or

2. Anything that violates the right to privacy according to the Texas Open Meetings Act or the Texas Open Records Act cannot be placed on the open agenda.

3. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed session.

E. Consolidated Action Items

1. The Superintendent may consolidate items on the agenda summary for possible group actions to expedite the Board meeting.

2. A request by any trustee shall remove any item from the suggested consolidated action list.

II. CONDUCTING BOARD MEETINGS

A. Quorum

Anytime four or more Board members are gathered to discuss school district business, it is considered a meeting.

B. Person Addressing the Board

1. Any person may address the Board in Open Forum at any regular monthly meeting at a time specified by the Board President.
2. If the patron's request to address the Board specifically identifies an agenda item, the Board President shall ensure that the patron's comments are heard prior to action on the specific agenda item.

3. A patron must sign up on appropriate forms prior to the beginning of the meeting. The topic described on the forum shall be complete and in sufficient details as to determine appropriateness of the topic prior to addressing the Board.
4. Patron comments may be on items listed on the agenda or other areas of school district operations but shall not include complaints or comments about employees or officials of the district.
5. Each patron will be limited to **three (3) minutes**, with the total time allocation for the open forum audience participation limited to thirty (30) minutes (unless the time is increased or decreased by a majority vote of the Board).
6. The opportunity to participate in an open forum before the S & S CISD Board of Trustees is a privilege provided to the citizens of S & S CISD. The privilege may be removed for an individual that chooses to abuse the privilege by attacking persons during the forum or other inappropriate language or other actions deemed inappropriate by the Board of Trustees.
7. When delegations of individuals appear before the Board of Trustees with a common message, the Board may ask

the group or delegation to elect a spokesperson to make a single presentation.

C. Response to Patrons Addressing the Board

1. Board members will listen attentively to comments.
2. The Board President may ask the Superintendent to clarify an item.
3. Board members will not respond to or enter into discussion with the audience during the meeting since:

A. Items on the agenda will be discussed as appropriate and scheduled on the agenda.

B. Items not on the agenda do not permit Board members to respond or discuss.

D. Non-allowable Comments by Board of Audience

1. The Board **will not** entertain comments on individual personnel or officials in public session, including employees and Board members.

2. The Board **will not** entertain comments on individual students in public session.

E. Hearings will be conducted according to existing Board policies.

F. Board Meeting Procedures

The Board shall be guided by parliamentary procedures as detailed in Robert's Rule of Order, Revised, or spelled out in adopted Board Policies.

1. All discussion shall relate to the business currently under deliberation.
2. The Board President shall halt inappropriate discussion.
3. The Board President shall:
 - A. Recognize members prior to their giving comments.
 - B. Be responsible for asking clarifying questions during hearings.

G. Town Meetings

1. Procedures for town meetings shall be determined on a case-by-case basis.
2. The Board President, Superintendent, or designee shall lead town meeting discussions.

H. Discussion of motions

1. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
2. The Board President may make motions, second motions, and enter into debate.

III. VOTING

- A.** The Board President will vote on an action items.
- B.** Except in a conflict of interest, as defined by law, Board members shall vote on all action items.

IV. EMPLOYEE OR CITIZEN COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A.** When a person complains to a Board member regarding a school personnel or an administrative issue:
 - 1. Remind the employee or citizen of due process.
 - 2. The Board member must remain impartial in case the situation goes before the Board.

- B.** Refer the employee or citizen to the appropriate person in the chain of command. The complaint **MUST GO THROUGH THE CHAIN OF COMMAND.**

- C.** The Board member should advise the Superintendent of a substantive or significant complaint in a timely manner.

V. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A.** Board members are encouraged to attend any and all school events as their time permits and to show support of school activities.

- B. Board members are not to go into teacher's classrooms or onto campuses for the purpose of investigation or evaluation.
- C. Board members shall make reasonable efforts to contact the appropriate district or campus administrator prior to their visits, except when attending a scheduled school function or activity.

VI. BOARD MEMBERS AS PARENTS

While Board members have no authority over staff members, it is often difficult for staff members to view the board member as a parent rather than board members. Board members are encouraged to:

- A. Make it clear that they are acting as parents.
- B. Board Members should not request nor accept extraordinary consideration for their children.

VII. COMMUNICATIONS

- A. The President of the Board will meet with the Superintendent on a routine basis to discuss issues of the District.
- B. Requests for information to the Superintendent from a Board member will be communicated to all Board members.

- C. The Board will internally communicate through public hearings, Board meetings, conferences and conventions, school publications and written communications through the Superintendent's office.
- D. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board. Unless otherwise specified by the spokesperson for the Board of Trustees.

VIII. EVALUATION OF THE SUPERINTENDENT

- A. A summative evaluation will be conducted annually.
- B. The Board will conduct **at least one** mid-year formative review.
- C. The Board President will obtain input from all other members on the approved evaluation indicators.
- D. Evaluation of the Superintendent is conducted by consensus in closed session.

IX. EVALUATION OF THE BOARD

- A. There will be a routine assessment of the status of the Board/Superintendent team as a part of the mid-year formative review.

B. Evaluation will be conducted in closed session on a schedule determined by the Board. The evaluation will focus on, but not be limited to, the following questions:

1. Are we following the Code of Ethics?
2. Are we following the Code of Conduct and Standard Operating Procedures?
3. Is the Team of Eight functioning efficiently and effectively?
4. Are/were Board and District goals effective?

X. PROCESS FOR SELECTING BOARD OFFICERS

A. Officers are nominated and elected annually following the reorganization of the Board after the May election.

B. Election will be held at the first regularly scheduled meeting after the May election.

XI. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS (AS SET DOWN BY STATE STATUTE)

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. President:
 - 1. Preside at all Board meetings.
 - 2. Appoint committees.
 - 3. Call special meetings.
 - 4. Sign all legal documents required by law.
- D. Vice President:
 - 1. Act in the capacity of the President in the absence of the President.
- E. Secretary:
 - 1. Insure that accurate records are kept.
 - 2. In the absence of the President and Vice President, the Secretary shall serve as President Pro-tempore.
- F. Office Vacancy:
 - 1. The Vice President shall fill a vacancy in the Presidency and a new Vice President shall be elected.

2. A vacancy among officers of the Board other than the President shall be filled by a majority action by the Board.

XII. ROLE OF BOARD IN CLOSED SESSION

- A. Board can only discuss those items listed on the closed agenda and as limited by law Texas Government Code Chapter 511.
- B. Board must vote in public (open) session.
- C. Information discussed during the closed session **must** remain confidential.

XIII. MEDIA INQUIRIES TO THE BOARD

- A. The Board President or his/her designee shall be the official spokesperson for the Board to the media/press on issues of media attention.
 1. All Board members who receive calls from the media should direct them to the Board's spokesperson.

2. The Board member shall notify the Board President and the Superintendent of the call.

B. Any Board member may respond to general inquiries.

XIV. ANONYMOUS PHONE CALLS/LETTERS

A. The S & S CISD Board of Trustees encourages community input.

B. Anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration for action.

XV. REQUIRED BOARD MEMBER TRAINING

A. Board members are required to complete training as specified in Texas Education Code § 11.159 according to assessed needs.

B. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. Three (3) additional hours for orientation of the Texas Education Code are to be completed within the first year of service.

- C. New Board members shall also complete ten (10) hours of continuing education during the first year of service.
- D. Sitting Board members shall receive three (3) hours of orientation to the Texas Education Code and relevant legal obligations and at least five (5) hours of continuing education each year following the first year.
- E. As soon as possible after the May election and before the regular meeting in June, the entire Board along with the Superintendent shall annually participate in at least three (3) hours of team building training, facilitated by a registered provider.

XVI. REIMBURSABLE EXPENSES

- A. Board members shall be reimbursed for reasonable expenses for:
 - 1. Carrying out the business of the Board at Board request.
 - 2. Attending meetings and conventions as official representative of the Board.

3. Mileage, commercial transportation, parking, lodging, meals, and other incidental expenses.

B. Board members shall not be reimbursed for:

1. Expenses of family members who travel with Board members.
2. Alcoholic beverages.

XVII. CAMPAIGNING FOR ELECTION OR RE-ELECTION

- A.** Board incumbents running for re-election shall not request or accept support from District employees during work time.
- B.** Board members shall not utilize District equipment or material for campaign.

XVIII. REVIEWING BOARD CODE OF CONDUCT AND STANDARD OPERATING PROCEDURES

- A.** The Code of Conduct and Standard Operating Procedures will be reviewed and updated as needed.

- B. Efficacy of the Code of Conduct Standard Operating Procedures shall be part of the annual evaluation of the Board.

XIX. VIOLATIONS AND SANCTIONS

- A. Upon inclusion on the agenda and public posting in accordance with the law, the Board may convene in executive session to discuss a violation of the Code of Conduct and Standard Operating Procedures, or other board policies, so long as the deliberation is confined to the duties.
- B. The board member may request that the deliberation be conducted in open session.
- C. As a consequence of these deliberations, the Board may elect to do nothing, may reconvene in open session and vote to:
 - (1) Publicly reprimand the board member;
 - (2) Recommend additional training for the board member;
 - (3) Authorize the Board President to remove the board member from leadership position in the district. Leadership positions include board officer positions. The Board may utilize any or all of these sanctions as allowed by this section.
- D. Nothing provided herein shall be construed to alter, modify, or limit in any way the rights of school district personnel and

members of the public to file complaints against the board or board members under applicable board policies.

XX. ATTESTATION

A. We, the undersigned, hereby agree to adhere to the S & S CISD Board of Trustees Code of Conduct and Standard Operating Procedures.

President Date

Vice-President Date

Secretary Date

Member Date

Member

Date

Member

Date

Member

Date

B. I hereby agree to assist the S & S CISD Board of Trustees in their commitment to adhere to the S & S CISD Board of Trustees Code of Conduct and Standard Operating Procedures.

Superintendent

Date

S & S CISD Board of Trustees
Code of Conduct and Operating Procedures
Adopted: