

LULING ISD

BOARD OF TRUSTEES CODE OF ETHICS

BBF (LOCAL)

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

EQUITY IN ATTITUDE

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

TRUSTWORTHINESS IN STEWARDSHIP

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

HONOR IN CONDUCT

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

INTEGRITY OF CHARACTER

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

COMMITMENT TO SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policy making, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

STUDENT-CENTERED FOCUS

- I will be continuously guided by what is best for all students of the District.

DEVELOPING MEETING AGENDA

BE (LOCAL), BEC (LEGAL)

A. Placement of Items on the Agenda

1. Under normal conditions, the deadline for submitting items for inclusion on the agenda is noon of the seventh calendar day before regular meetings and noon of the fifth calendar day before special meetings.
2. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
3. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.
4. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
5. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
6. Under normal conditions, Board members will receive the board packet no later than Thursday prior to the board meeting.

B. Open Session Agenda/Executive Session BED (LOCAL), BE (LOCAL), BDAA (LOCAL), BEC (LOCAL).

1. All personnel issues must be conducted in an Executive Session, unless specifically required to be conducted in Open Session by the Texas Open Meetings Act.
2. Issues that violate an individual's right to privacy under the Texas Open Meetings Act, the Texas Open Records Act, or other applicable statute or regulation cannot be placed on the agenda, unless specifically required to be conducted in Open Session by the Texas Open Meetings Act.
3. Allowable reasons for executive session can be found in Board policy BEC (LEGAL)

C. Consent Agenda BE (LOCAL)

1. When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda.
2. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item.
3. For each item listed as part of a consent agenda, the Board shall be furnished with background material.
4. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

**CONDUCT DURING BOARD MEETINGS BED (LOCAL), BE (LOCAL), BEC (LEGAL),
BDAA (LOCAL)**

A. Patrons Addressing the Board BED (LOCAL)

1. Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
2. At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
3. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

B. Board Response to Patrons Addressing the Board BEC (LEGAL)

1. Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
2. In accordance with the Texas Open Meetings Act, Board members may hear comments from patrons, but may not engage in discussion on any topic that is not on the legally posted agenda, except as authorized by law.

C. Discussions Before the Board BE (LOCAL)

1. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.
2. The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as members wish to address themselves to an item under consideration.
3. The Board will not permit comments on individual personnel in public session which would violate Board policy.

D. President of the Board BDAA (LOCAL)

1. The President shall preside at all Board meetings unless unable to attend.
2. The President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. The Superintendent shall serve as the spokesperson for the District.
4. The Vice-President shall act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.

INDIVIDUAL BOARD MEMBER AUTHORITY AND REQUESTS FOR INFORMATION OR REPORTS BBE (LEGAL), BBE (LOCAL)

- A. Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- B. Board members are entitled to the information they require to make informed decisions on the matters before them.
- C. Requests for information should be submitted to the Superintendent or other custodian of records.
- D. If a member requests information that requires an excessive amount of staff time to compile, the Superintendent and Board president should consult with the member to find a reasonable solution.
- E. Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.
- F. At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements.
- G. Information requested by an individual Board member will be provided to all other Board members.

INQUIRIES, COMPLAINTS TO THE BOARD

BBE (LOCAL)

INDIVIDUAL AUTHORITY FOR COMMITTING THE BOARD

Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]

REFERRING COMPLAINTS

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent. [See (LOCAL) policies at DGBA, FNG, and GF]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

The Board's role: Board members shall not conduct investigations of allegations on their own. Board members shall inform the Superintendent of complaints first, and then, if dissatisfied with the response of the Superintendent, may bring the matter to the attention of the Board during closed session, if appropriate for closed session. Such discussion in closed session must be properly posted.

The Superintendent's role: The Superintendent shall thoroughly investigate allegations of fraud, misconduct, theft, abusive behavior, incompetence, sexual harassment, cheating and other related activities that could be a threat to children or the reputation of the district. The Superintendent shall

inform the Board at the appropriate time of the investigation.

BOARD MEMBER VISIT TO SCHOOL CAMPUS

GKC (LOCAL)

- A. Board members are encouraged to attend any school events as often as possible as their time permits. Board members should use good judgment with regard to actions, discussions and frequency of visits. GKC (LOCAL)
- B. Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. GKC (LOCAL)
- C. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. GKC (LOCAL)
- D. Board members may visit campus in her/his role of parent. However, if there is any doubt of the trustee's role, the trustee should notify the Superintendent prior to the visit.
- E. Board members must coordinate with the Superintendent's office and Principal's office of any visit to the campus in the role of a trustee. Notification is not required when a Board member attends social functions, student activities, and other events where the public is invited.
- F. Board members are not to assume a supervisory role for staff or students during campus visits.

REGISTERED SEX OFFENDERS ON DISTRICT PREMISES

- A. Parental Rights
- B. Escort by District Personnel
- C. Access to common areas of the campus
- D. Drop off and release of students
- E. Eligibility to serve as volunteers
- F. Any other relevant issues

COMMUNICATIONS

GENERAL COMMUNICATIONS

GBBA (LOCAL)

- A. Board Meetings: Every effort will be made to cooperate with the news media to ensure complete and accurate coverage of all Board meetings.
- B. News Releases: News releases of a political or controversial nature, as well as those concerning the overall operation of district schools, or that involve more than one campus shall be made by the Superintendent.
- C. Routine news items concerning athletic events, programs, and LOCAL campus activities may be released to the news media by the principal and/or athletic director.
- D. Superintendent shall be responsible for the approval and coordination of news media interviews and other coverage within individual schools, and shall cooperate when reasonable requests are made by bona fide news media representatives.

COMMUNICATIONS WITH THE NEWS MEDIA DURING A CRISIS

The Superintendent or his/her designee serve as the official spokesperson for the district to the media and press. If a Board member chooses to respond to a request for an individual comment or opinion from the media/press they should clearly qualify any statement as being the opinion of the individual Board member and not representative of the Board as a whole or the school district.

In a building-level crisis situation, the principal shall advise the Superintendent at the earliest appropriate time. The Superintendent shall act as liaison with news media representatives. In a district-wide crisis situation, the appropriate administrator shall advise the Superintendent at the earliest appropriate time. The Superintendent or designee shall act as liaison with news media representatives.

EMAIL COMMUNICATIONS

If a district email account for Board members is provided, email communications received by all Board members will be acknowledged to the sender by the Board President or another Board officer if the President is unavailable to do so. The Board President's response will be copied to the LISD superintendent or designee who will, in turn, communicate with the other Board members that a response has been provided.

Communications should not be sent from one Board member to more than two other Board members, even if no reply is requested, expected, or received.

Board members who have received messages should not forward them if the result is that a quorum of Board members will receive the message.

If a Board member wishes to provide information to the entire Board, the information should first be submitted to the Superintendent, who will provide the information to all Board members.

BOARD COMMUNICATION WITH STAFF

Staff Initiated Communication

DGBA (LOCAL)

1. The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.
2. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
3. Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
4. If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.
5. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.
6. Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.

Board Initiated Communication

1. Board members have the same rights as others to communicate with district employees regarding issues involving their own children.
2. Board members have the right to communicate with district employees in personal conversation and social settings as long as such communication does not circumvent the role and authority of the campus administrator or the Superintendent.
3. Circumvention occurs when the Board member's intent is to persuade employees, direct employees, elicit a position from employees, or obtain information from employees.
4. Communication with staff for professional and school business purposes shall be coordinated with the Superintendent's office and the Board President.

COMMUNICATION BETWEEN BOARD MEMBERS

Communication between Board members:

1. Board members are free to communicate with each other on a one-to-one basis.
2. To avoid public speculation that the Open Meetings Act has been violated, Board members must exercise extreme caution at social functions and not discuss any public business.
3. Unless a committee meeting has been posted according to the Open Meetings Act, Board members that are not serving on the committee are not to attend the committee meeting.

[Shown in VIII. 1-4]

BOARD COMMUNICATION WITH LEGAL COUNSEL

BDD (LOCAL)

BOARD LEGAL COUNSEL RELATIONSHIP

The Board shall retain an attorney or attorneys, as necessary, to serve as the District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

In accordance with the written contract, individual Trustees shall channel legal inquiries through the Superintendent or Board President as appropriate, when advice or information from the District's legal counsel is sought.

Staff requests for legal advice from the District's legal counsel shall be submitted through the Superintendent.

A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.

Individual Board Member Contact with TASB Legal Services

Individual Board members may contact TASB legal division for prepaid legal consultation as long as the district maintains its membership in that service.