

# **SONORA INDEPENDENT SCHOOL DISTRICT**

## **SONORA INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT**

**The mission of Sonora ISD is to provide an education which best meets the needs of each individual student, assuring each the opportunity to be a responsible and productive citizen in the 21<sup>st</sup> Century.**

**Board of Trustees**

# **STANDARD OPERATING PROCEDURES**

**Adopted August 13, 2001**

## I. BOARD MEETING AGENDA

- A. Board members will be advised through the superintendent's agenda analysis as to complex agenda items and the administration's recommendations.
  
- B. Use of Agenda (All school board meetings are meetings held in public but **are not public meetings**. This means that the public's business is done in public but the public may participate only as allowed by law and policy. All governmental bodies must have agendas to drive their meetings.)
  1. Routine items
  2. Annual renewals of ESC Region 15 and TEA items (grant applications, etc.)
  3. Budget amendments
  4. Tax refunds from the county appraisal district
  5. Financial information
  6. Minutes of regular and special Board meetings
  7. Updates of Board policy
  8. Personnel items
  9. Routine bid recommendations (anything already budgeted and less than \$25,000 for a single item purchase)
  10. As recommended by the Superintendent
  11. Invocation
  12. Reports from maintenance and technology directors
  13. Approval of agenda is an action item and the board may consolidate items on the agenda or may take agenda items in a different order than posted to expedite the Board meeting and/or for people in attendance at the Board meeting.
  14. Approval of future board meetings is also an action item on the agenda for the Board at all regular Board meetings.
  15. There is an Open Forum item on each monthly regular school board meeting agenda and it may be included on any special school board meeting agendas. An Open Forum agenda item will not be on emergency board meeting agendas nor on work session board meeting agendas.
  16. Each agenda will include a superintendent's report agenda item.

## II. BOARD MEETINGS

### A. Hearings

1. During public hearings the Board is assembled only to gather input.
2. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing or a student discipline hearing.
3. At the conclusion of the hearing or at a subsequent meeting the Board will determine the results of the hearing by being the triers of the facts.
4. Rules for the hearing will be strictly adhered to:
  - a. The Board will limit response to 5 minutes per testifier (or as assigned/modified by Board President, as allowed by Board Policy).
  - b. Testimony is to be presented orally or in writing, as detailed in Board Policy.
  - c. The Board will not allow duplicate testimony.
  - d. The Board will not allow derogatory comments.
  - e. Board members will not ask questions since they are acting as a tribunal.
5. Hearings held in executive session follow essentially the same procedures, but public audience is prohibited.

### B. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order or as spelled out in Board Policy.

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 them giving their comments.
  - b. Be responsible for asking clarifying questions during hearings.

### C. Town Meetings/Open Forums

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

## III. EMPLOYEE OR CITIZEN COMPLAINT TO INDIVIDUAL BOARD MEMBER

- ### A. When a person complains to a Board member regarding school personnel, a student, or an administrative issue:
1. Redirect the employee, citizen, or student through the system to seek administrative remedy by beginning with the teacher, coach, or sponsor.
  2. Remind the employee, citizen, or student of due process and that the Board member must remain impartial in case the situation goes before the board. This is not copout, but must be done.

- B. Refer employee, citizen, or student to appropriate person in the chain of command. **ANY PERSON WHO HAS A COMPLAINT MUST GO THROUGH CHAIN OF COMMAND.**
- C. A Board member should advise the Superintendent of a substantive or significant complaint within 72 hours.
- D. Board members and administrators are liable both individually and collectively.

#### **IV. BOARD MEMBER VISIT TO SCHOOL CAMPUS**

- A. Board members are encouraged to attend any school event as their time permits and to support activities knowing that everything that you say and do is noticed. As a board member you are labeled and must be careful of your actions and what is said.
- B. Board members are not to go into teacher's classrooms or campuses for the purpose of investigation or evaluation.
- C. Board members shall make reasonable efforts to contact the appropriate administrator prior to their visits, when not attending a scheduled activity.
- D. Board members are given district passes which encourages them to attend all athletic events both at home and away as their time permits to support those activities.

#### **V. COMMUNICATIONS**

- A. The President of the Board will meet with the Superintendent on a routine basis to discuss issues of the District as their time permits.
- B. Request for information of the Superintendent from a Board member will be communicated to all Board members.
- C. The Board will communicate through public hearings, Board meetings, and publications.
- D. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board.

**VI. EVALUATION OF THE SUPERINTENDENT**

- A. The summative evaluation will generally be conducted bi-annually in the last third of each semester.
- B. The Board President obtains input from all other members on the approved indicators which are based on State Law, Local Board Policy, and the Superintendent's job description.
- C. The evaluation will be conducted by consensus in executive session.
- D. The Superintendent's contract will generally be considered in January.

**VII. EVALUATION OF THE BOARD**

- A. Routine assessment of the status of Board/Superintendent team will generally be conducted in November.
- B. Evaluation is conducted in executive session on a schedule determined by the Board.
  - 1. Are we following our code of conduct?
  - 2. Are we following our operating procedures?
  - 3. Is the team of eight functioning?
  - 4. Were goals effective?

**VIII. ANONYMOUS PHONE CALLS/LETTERS**

- A. The Sonora Independent School District Board of Trustees encourages input; however, anonymous phone calls or letters will not receive the Board's attention, discussion, or response and will not be referred to the administration. No discussion should be based on rumor or word of mouth information. If you don't have proof, it is only rumor.

**IX. PETITIONS**

- A. The Sonora Independent School District Board of Trustees encourages input; however, petitions will not receive the Board's attention, discussion, or response, and will not be referred to the administration.

**X. REVIEWING BOARD OPERATING PROCEDURES**

- A. Standard Board Operating Procedures will be reviewed and updated as needed.

## XI. BOARD SPOUSES

- A. Due to this unique relationship, Board members' spouses are generally covered by the same operating procedures as the Board members.

# SONORA INDEPENDENT SCHOOL DISTRICT

## CODE OF CONDUCT

The Sonora Independent School District Board of Trustees and Superintendent have realized that to be the most effective advocate for the children of Sutton County they must function as a team of eight. To that end, they have pledged to adhere to the principles listed below. Should board members, for whatever reason, fail to follow these guidelines, they will ask that their fellow board members call it to their attention. When that happens, each individual board member needs to pledge to accept the feedback in a constructive manner without anger or finger pointing, and will renew his/her efforts to follow this code of conduct.

1. Board members will deal with issues and not personalities.
2. Board members will respect the views of other board members.
3. Board members reserve the right to disagree, but they will not be disagreeable. Nor will board members harbor grudges against other board members from past issues or events.
4. Board members will treat other board members and school employees in a professional manner.
5. Board members will fully discuss and share information in the proper form on board issues and will not blindside the administration or board.
6. Board members will respect confidentiality of executive session and any privileged information shared by a board member or the superintendent absolutely!!
7. Board members will seek to inform and include all board members in any discussions of issues.
8. Board members will always hold the interest of all students in Sonora ISD above those of individuals or special interest groups.
9. Board members will not seek to align a majority vote of other board members on an issue outside the regular board meeting.
10. Board members will seek to continually improve their knowledge, skills, and abilities as board members.
11. When board members learn of an error they made, they will report it to the board.
12. Board members will attend and be prepared for all board meetings.
13. Board members will annually complete their school board member training hours.
14. Board members will keep information contained in their school board packet confidential, especially when it pertains to personnel, students, and information that is not to be released under the Texas Open Records Act and the Texas Government Code for closed session.