

**TOM BEAN INDEPENDENT
SCHOOL DISTRICT**

MISSION STATEMENT

The Mission of Tom Bean Independent School District through its commitment to “Achieving Excellence” is to promote individual student success within a cooperative, supportive, and safe environment.



BOARD OF TRUSTEES

CODE OF CONDUCT & STANDARD OPERATING PROCEDURES

Date Adopted 10/16/2017

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. 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.
3. The Superintendent shall include on the agenda all trustee-requested items that have been submitted in a timely manner.

B. Finalization of the Agenda

1. 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.
2. 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, as the agenda summary and complex agenda items are being developed.

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.

E. Consolidated Action Items

1. The Superintendent may consolidate items on the agenda summary for possible group action, or any Board member may suggest group action on items 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. Persons Addressing the Board

1. Any person may address the Board in Open Forum at any regular monthly Board 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 form shall be complete and in sufficient detail 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 minutes, with the total time allocation for the open forum audience participation limited to fifteen minutes (unless the time is increased or decreased by a majority vote of the Board).

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 may 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 require Board members to respond or discuss.

D. Non-allowable Comments by Board or Audience

1. The Board will not entertain derogatory comments on individual personnel or officials in public session, including employees and Board members.
2. The Board will not entertain derogatory 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 Rules 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 not vote on an action items unless there is a tie.
- B.** Except in a conflict of interest, as defined by law, Board members shall vote on all action items. An *abstentia* vote (a vote to abstain) is considered a vote.

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 complainant **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 as a board member. 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.

VIII. EVALUATION OF THE SUPERINTENDENT

- A.** A summative evaluation will be conducted annually.
- B.** The Board President will obtain input from all other members on the approved evaluation indicators.
- C.** Evaluation of the Superintendent is conducted in closed session.

IX. EVALUATION OF THE BOARD

- A.** There may be a routine assessment of the status of the Board/Superintendent team as part of the summative review.
- B.** Evaluation may 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 551.
- 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 Tom Bean ISD 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 unless it pertains to the students and staff.

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 or orientation to 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 (5) hours of continuing education each year following the first year.
- E.** As soon as possible after the May election, 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 representatives 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 member shall not utilize District equipment or materials 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 annually.
- B.** Efficacy of the Code of Conduct Standard Operating Procedures may be part of the summative 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, discipline, or complaint against a board member.
- 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 positions in the district. Leadership positions include board officer positions and membership on any district or campus level committee. 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 Tom Bean ISD 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

C. I hereby agree to assist the Tom Bean ISD Board of Trustees in their commitment to adhere to the Tom Bean ISD Board of Trustees Code of Conduct and Standard Operating Procedures

Superintendent Date

District Goals

1. Tom Bean ISD will promote academic excellence through a balanced and rigorous curriculum and instruction for all students.
2. Tom Bean ISD will communicate with all stakeholders on a regular basis to provide parental involvement and community support.
3. Tom Bean ISD will commit resources to attract and retain highly qualified employees for all positions in the district.
4. Tom Bean ISD will support a safe and disciplined working environment for all Tom Bean ISD employees and students.
5. Tom Bean ISD will develop and continue drop out prevention efforts so that all students will earn their high school diplomas.

To be an effective and cohesive TBISD Board of Trustee, we believe in:

- a.) attending all meetings,
- b.) being fully prepared,
- c.) acquiring proper training - 16 hours for new members + Local District Orientation, Off year requirement is 8 hours for experienced board members – (Legislative update + 2 hours);
and
- d.) promoting positive Board relations at all times.