

Schulenburg Independent School District

521 Shorthorn Drive
Schulenburg, Texas 78956
979-743-3448

SISD School Board Standard Operating Procedures



The Mission of
Schulenburg ISD
is to create
Shorthorns Forever –
Educating and Empowering
our Students for Success

www.schulenburgisd.net

Board General Calendar

*Subject to Change as Determined by the Board

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| January | Superintendent Annual Appraisal and Contract District Audit Review |
| February | SISD Annual Performance Report Board Workshop on District Goals and Superintendent Performance Goals Administrator Contracts |
| March | Planning and Budget Process for Upcoming Year Begins |
| April | Review of District Long-Term Strategic Plan Professional Educator Contracts Board Member Training Hours Announced |
| May | Board Elections and Installation of New Board Members Reorganization of Board Officers Review of SHAC Wellness Plan |
| June | Review of Board Operating Procedures New Board Member Orientation |
| July | Pre-Budget Workshop(s) Approve Student Code of Conduct |
| August | Public Meeting and Adoption of Budget and Tax Rate |
| September | Accountability Reports Review Board Meeting & Training Calendar for Year |
| October | Formative Evaluation of Superintendent |
| November | Board Workshop / Team of Eight Training |
| December | |

Schulenburg ISD Board of Trustees Standard Operating Procedures

The Schulenburg ISD Board of Trustees welcomes public participation in the school district. Information in this brochure is designed to define some of the policies and procedures used during the meetings, as well as review standard practices of the SISD Board of Trustees.

I. Developing and Posting Board Meeting Agenda

A. Placing Items on Agenda

1. The tentative agenda is created by the Superintendent and presented to the Board President four days before the Board Meeting.
2. Board Members must request through the Board President or the Superintendent, in advance, any item they wish to have considered for placement on the agenda.
3. In accordance with the Texas Open Meeting Law, no member can place an item on the agenda less than 96 hours in advance of a meeting, except in an emergency as per Texas Code.
4. The Board President or Superintendent shall place an item on the agenda if the item is requested by a Board Member.

B. Posting Board Agenda

1. Board agendas are posted in the display case located outside the main entrance to the SISD Administration Building and are available on the SISD website through Boardbook.

II. Board Agenda Format

The Board meeting agenda is formatted to include public comments, a consent agenda, action items, discussion items, and information items. A closed executive session is also included as follows:

A. Consent Agenda Items

1. The consent agenda shall include items of a routine and/or recurring nature, grouped together as one action item.
2. Any board member may request that any item on the consent agenda be pulled for individual discussion and consideration.

B. Items for Executive Session

1. The Board of Trustees reserves the right to go into Executive session in accordance with Section 551.071 through 551.084 of the Texas Government Code to discuss any item as authorized in accordance with the Texas Open Meeting Act. Any necessary board action related to such item(s) will be taken in open session following executive session.
2. All personnel items where an individual employee's status with the District is discussed will take place in executive session unless specifically required by the Texas Open Meeting Law to be in open session. Anything that violates the right to privacy, i.e. the Texas Open Record Act, cannot be placed on the Agenda.
3. Board members will honor the confidential nature of executive session discussions.

III. Meeting Preparation

- A. Board members will come to meetings prepared having read their agenda packet material.
- B. Clarifying questions should be addressed to the superintendent and/or business manager in advance of the meeting.

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IV. Audience Participation at Board Meetings

It is Board policy to recognize members of the audience who wish to address the Board during the Public Forum agenda item of its regular public meetings.

- A.** The person or persons wishing to speak, must sign the form on the Board Table prior to the convening of the open session.
- B.** Comments are limited to 5 minutes per speaker and a total time is allotted of 30 minutes. At the Board's discretion, this time may be extended.
- C.** Delegations of more than 5 persons shall appoint one person to present their views before the board.
- D.** Individuals addressing the Board may not make complaints or derogatory comments about individual students, employees or officials of the district. Speakers with specific complaints regarding students or District personnel shall be referred to board policy FNG (LOCAL) and the grievance process.
- E.** The public cannot make comments outside the public forum or otherwise interrupt or disrupt the meeting in progress. Violations may result in removal of the speaker.
- F.** Board members will not respond to or enter into discussions with the speakers or the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda.

V. Meeting Procedures and Information

- A.** Board shall observe the parliamentary procedures in Robert's Rules of Order.
- B.** All discussion shall be directed solely to the business currently under deliberation.
- C.** The Board President has the responsibility to keep the motion at hand and shall halt discussion that does not apply to the business before the Board.
- D.** The Board President has the right to recognize a Board member prior to giving their comments.
- E.** Board members are encouraged to vote based on their convictions but as team members, are expected to accept the will of the Board.

VI. Role and Authority of Board Members and /or Board Officers (State Statute)

- A.** No Board member or officer has official authority outside the Board meeting.
- B.** No Board member can direct employees in regard to performance of duties.
- C.** The Board President shall
 - 1. Preside at all Board meetings,
 - 2. Appoint committees,
 - 3. Call Special Meetings, and
 - 4. Sign all legal documents.
- D.** The Vice President shall
 - 1. Act in the capacity of President in the absence of the President.
- E.** The Secretary shall
 - 1. Keep accurate record of Board meetings,
 - 2. Call meetings and act in the capacity of the President, in the absence of the President and Vice President, and
 - 3. Countersign all warrants.

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VII. Communications

- A.** The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention. All Board members who receive calls from the media should direct them to the Board President or Superintendent.
- B.** Individual Board members cannot speak for the Board of Trustees unless authorized to do so by an official act of the Board of Trustees.
- C.** The Superintendent will consult with the Board President on a routine basis.
- D.** The Superintendent will communicate with all Board Members via regular transmittals.
- E.** The Superintendent will communicate information in a timely fashion, or as soon as is reasonably possible in a crisis situation, to all Board members.
- F.** Requests to the Superintendent from a Board member will be distributed to all Board members.
- G.** The Board will communicate with the community through public hearings, regular Board meetings, and publications.
- H.** Board members are free to communicate with each other on a one-to-one basis. To avoid public speculation that the Open Meetings Act has been violated, board members must exercise extreme caution at social functions; avoid gathering in groups that constitute a quorum and avoid any discussion of Board business.
- I.** Electronic communications should not be sent from one board member to more than one other board member, even if no reply is requested, expected, or received.
- J.** Board members who have received messages should not forward them if the result is that a quorum of board members will receive the message.
- K.** 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.
- L.** Board member requests for information shall be consistent with Policy BBE (Local).
- M.** If the Board member's request exceeds their authority per Policy BBE (Local), the person from whom the information is requested will notify the Superintendent and Board President who will address the issue with the Board member.
- N.** Board members are reminded that all written communications related to school business are potentially subject to disclosure if requested under the Texas Open Records Act.

VIII. Procedures for Patron or Employee Request or Complaint to an Individual Board member.

- A.** The Board member shall listen politely to hear the patron or employee's request or complaint. The Board member should then:
 - 1. Refer the patron/employee to the appropriate person or superintendent.
 - 2. Explain the chain of command to the patron or employee.
 - 3. Remind the patron/employee of appropriate policy and that the Board member must remain impartial in case the Board later considers the situation.
 - 4. Inform the Superintendent of any concern or complaint in a timely manner.
 - 5. Board members will address all questions through the superintendent.
 - 6. Board members shall not issue directives to staff.
 - 7. Board members shall not conduct investigations of allegations on their own. They shall inform the superintendent of any complaints and, if dissatisfied with the response of the superintendent, may bring the matter to the attention of the board during executive session, if appropriate for executive session.

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B. Anonymous Phone Calls or Letters

The SISD Board of Trustees encourages input, however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

VIII. Campus Visits by Board Members GKC (LOCAL)

- A.** All visitors to the schools, including parents and board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office. Board members are required to adhere to the visitor policy regardless of whether the visit is in their official capacity, as a parent/relative or as a member of the public.
- B.** Board members will notify the campus principal and superintendent prior to visiting a campus in an official capacity and are encouraged to notify campus principals for all visits with the exception of sporting events, concerts and other activities to which the public is invited.
- C.** Board members shall not visit a campus in an attempt to evaluate or direct personnel.
- D.** It is often difficult for staff members to view board members as parents rather than as board members. When visiting a campus or classroom as parents, board members shall observe protocol as follows:
 - 1. Make it clear that they are acting as parents.
 - 2. Follow the same rules and guidelines for all parents regarding campus visits.
 - 3. Never request nor accept extraordinary consideration for their children.
 - 4. Attempt to set a positive example for other parents.

IX. General Information

- A.** Board members will evaluate the Superintendent during closed session each year in January. The agenda will reflect the evaluation of the Superintendent. Formative evaluations of the Superintendent will be conducted at least once during the year in October. These will also be discussed in closed session.
- B.** Board member elections are held in May each year. The Board consists of seven Trustees serving terms of three years. The terms of one-third of the Trustees, or as near to one third as possible, expire each year. BBB (Local)
- C.** Election of Trustees is At-Large. Board members will be sworn in and seated at the first board meeting following the election.
- D.** The Regular Board Meetings are scheduled for the third Monday of the month at 6:00pm in the Secondary Library.

X. Evaluation of the Board

- A.** During a June workshop the Board and Superintendent Team is assessed and evaluated, operating procedures are reviewed and new board member orientation is conducted.
- B.** The evaluation of the Board and Superintendent Team is an indication of the success the Governance Team is having in meeting established goals.

XI. Review of Operating Procedures

The Board of Trustees will annually review and update the Board Operating Procedures at the June Board Meeting.