

# New Summerfield ISD

## Board of Trustees

## Code of Conduct

and

## Standard Operating Procedures

### Vision Statement

Every student of New Summerfield ISD will graduate with the knowledge and skills to become productive and responsible citizens.

### Mission Statement

The faculty, staff, students and parents of New Summerfield School affirm that we will continually strive to prepare students for a successful tomorrow by creating and maintaining an atmosphere of mutual respect and genuine caring which fosters responsible choices, growth, and movement toward each individual's potential and academic success.

### New Summerfield ISD Moto

Providing a Quality Education for the Leaders of Tomorrow.

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Adopted: April 11, 2022

**I. DEVELOPING THE BOARD MEETING AGENDA – BE(LEGAL and LOCAL).**

**A. Placement of items on the Agenda.**

1. Agendas are created by the Superintendent and presented to the Board President before it is posted.
2. Any member of the Board of Trustees may request that a subject be included on the agenda for a meeting. That request should be forwarded to the Superintendent.
3. The Superintendent shall include on the agenda all trustee-requested items that have been submitted in a timely manner.
4. Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and the topics included meet the Board President’s approval.

**B. Finalization of the Agenda.**

1. The deadline for submitting items for inclusion on the agenda is the sixth calendar day before regular meetings and the third calendar day before special meeting.
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 – BE (LEGAL and LOCAL).**

1. Board Members shall be notified of a meeting:
  - a. At least 72 hours prior to a regular or special meeting.
  - b. At least 1 hours prior to an emergency meeting.

**D. Items for a Closed Session.**

1. All personnel issues must be conducted in a closed session, unless specifically required be 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. Consent Agendas**

1. The Superintendent may consolidate items on the consent 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 consent agenda.

## **II. CONDUCTING BOARD MEETINGS**

### **A. Quorum.**

1. 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. A patron must sign up before the meeting begins of the date of the meeting. The topic described on the form shall be complete and in sufficient detail as to determine which agenda item is being addressed.
3. Patron comments are limited to agenda items and shall not include complaints or comments about employees or officials of the district.
4. An individual's comment shall not exceed three minutes per meeting.
5. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

### **C. Board Response During Public Comments.**

1. Board Members will listen attentively to comments.
2. Any member of the Board 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.

### **D. Non-allowable Comments by Board or 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. Hearing 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 discussions 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.
4. Regardless of voting for or against a particular item, Board Members and the Superintendent will publicly and privately support the final decision of the Board. (The Board voted to support / reject the recommendation, and I support the Board).

**G. 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. COMPLAINTS**

- 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. Request 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.
- E. The Board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

## **VIII. EVALUATION OF 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 by consensus in closed session.

**IX. PROCESS FOR SELECTING BOARD OFFICERS.**

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

**X. ROLE AND AUTHORITY OF BOARD MEMBERS 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 capacity of the President in the absence of the President.
- E. Secretary:
  - 1. Ensure that accurate records are kept.
  - 2. In the absence of the President and Vice President, the Secretary shall serve as the President Pro-tempore.
  - 3. Shall sign all legal documents as required by law.
- 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.

**XI. 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.

**XII. MEDIA INQUIRIES TO THE BOARD.**

- A.** The Superintendent 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 Superintendent of the call.
- B.** Any Board member may respond to general inquires.

**XIII. ANONYMOUS PHONE CALLS / LETTERS.**

- A.** The New Summerfield ISD Board of Trustees encourage community input.
- B.** Anonymous calls or letter will not receive the Board's attention, discussion or response and will not be referred to the administration for action.

**XIV. 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 the following training:
  - 1. A local orientation within the first 60 days of office.
  - 2. Texas Education Code orientation within the first 120 days of office.
  - 3. Open Meetings Act and Public Information Act within the first 90 days of office.
  - 4. Team Building training every year.
  - 5. Evaluating Student Academic Performance and Setting Goals every two years.
  - 6. Identifying and Reporting Abuse and Trafficking every two years.
  - 7. New Board members shall also complete ten (10) hours of continuing education during the first year of service.
- C.** Sitting board members shall participate in the following training:
  - 1. Update to the Texas Education Code after each legislative session.
  - 2. Team Building training every year.
  - 3. Evaluating Student Academic Performance and Setting Goals every two years.
  - 4. Identifying and Reporting Abuse and Trafficking every two years.

5. Siting board members will also be required to complete at least five (5) hours of continuing education each year following the first year.
- D. 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.
- E. Effective January 1, 2006, elected and appointed public officials are **required by state law** to receive training in Texas Open Government Laws – the Open Meeting Act and Public Information Act. Board members elected after January 1, 2006, must receive the training within 90 days of being seated. **Training consist of** viewing two videos, each approximately one hour in length.
- F. Effective September 1, 2018, S.B. 1566 requires the entire Board to complete at least three (3) hours of training every two years on evaluating student academic performance. Candidates for trustee may complete the training up to one year before the candidate is elected. A newly elected trustee shall complete the training within 120 days after the date of the trustee’s election or appointment. A returning trustee shall complete the training by the second anniversary of the completion of the trustee’s previous training.
- G. Effective June 14, 2020, 19 Texas Gov’t Code 2054.5191 requires local government officials to complete a cybersecurity training program every year.
- H. Effective May 1, 2020, 19 Tex. Admin. Code 61.1(b)(7) requires local government officials to complete training on Identifying and Reporting Abuse and Trafficking every two years.

## **XV. 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.



**XVI. 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.

**XVII. REVIEWING BOARD CODE OF CONDUCT AND STANDARD OPERATING PROCEDURES**

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

**XVIII. VIOLATIONS AND SANCTIONS**


- A. Upon conclusion 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) Remove the Board member from leadership positions on the board. Leadership positions are 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 of board members under applicable board policies.

**XIX. ATTESTATION**

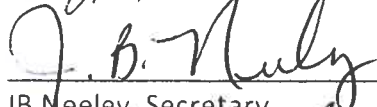
A. We, the undersigned, hereby agree to adhere to the New Summerfield ISD Board of Trustees Code of Conduct and Standard Operating Procedures.

  
\_\_\_\_\_  
Michael Davis, President

4-11-22  
Date

  
\_\_\_\_\_  
Joe Taylor, Vice President


4-11-22  
Date

  
\_\_\_\_\_  
JB Neeley, Secretary

4-11-22  
Date

  
\_\_\_\_\_  
Gary Don Davis, Member


4/11/22  
Date

  
\_\_\_\_\_  
Lori Lawson, Member

4-11-22  
Date

  
\_\_\_\_\_  
Jennifer Cole, Member

4/11/22  
Date

  
\_\_\_\_\_  
, Member

4-11-2  
Date

B. I hereby agree to assist the Trustees of New Summerfield ISD Board in their commitment to adhere to the New Summerfield ISD Board of Trustees Code of Conduct and Standard Operation Procedures.

  
\_\_\_\_\_  
Joe Brannen, Superintendent

4-11-22  
Date

## NSISD Board Operating Procedures on Public Comment

### Appendix A

#### **Speaker Signup**

Individuals who wish to provide public comment or testimony to the Board at the designated time during a Board meeting must sign up in-person at the Superintendent's Office in advance of that Board meeting. Signup will open at 9:00am and close 30 minutes prior to the start of the posted Board Meeting time. When an individual signs up, the individual must indicate whether the comment pertains to an item on the Board agenda and, if so, which item or items. An individual who will be accompanied by a translator must notify the District at the time of signup.

#### **Topic of Public Comment**

Generally, the Board will conduct public comment at the beginning of its Board meetings.

However, in the interest of time and the orderly conduct of public business, the Board reserves the right to:

- Decrease the per-speaker time limit to address the Board.
- Move comment on non-agenda topics to the end of the meeting.
- Recommend that comments involving the performance of individual District employees or officers be made through the grievance policy.
- Require that comments involving personally identifiable student information be made through the grievance policy.
- The School Board encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.

The Board delegates to its presiding officer the authority to make reasonable adjustments to the timing and conduct of public comment in accordance with law.

The presiding officer will announce these adjustments in an open meeting.

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

### **Per-Speaker Time Limit**

A speaker will be given up to three (3) minutes to address the Board. If, however, the total number of speakers seeking to address the Board at a meeting exceeds six (6), the per-speaker time limit may be reduced. In no event will a speaker be given less than one minute to address the Board. A speaker who wishes to address multiple agenda items may be given one (1) minute as additional time to address the Board.

### **Written Comments to the Board**

In lieu of or in addition to speaking at an open meeting, a member of the public may also submit written comments to the Board regarding District business as follows: By Mail: New Summerfield ISD Board of Trustees, 13307 Highway 110 South, New Summerfield, TX. 75780 or By Email: [jneeley@newsummerfieldisd.net](mailto:jneeley@newsummerfieldisd.net). Written submissions to the Board are subject to public disclosure in accordance with the law.