

ORANGE GROVE INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

CODE OF CONDUCT

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I realize that to be the most effective advocate for children we, as a board must function as a team. To this end, I pledge to adhere to the principals listed below. Should I, for any reason, fail to follow these guidelines, I ask my fellow board members to call it to my attention. When that happens, I pledge to accept the feedback in a constructive manner without anger or finger pointing, and to renew my efforts to follow this code of conduct.

1. I will deal with issues and not personalities.
2. I will respect the views of other board members.
3. I reserve the right to disagree but I will not be disagreeable. Nor will I harbor grudges against other board members from past issues or events.
4. I will treat other board members and school employees in a professional manner.
5. I will fully discuss and share information on board issues and will not blind side the administration or the board.
6. I will respect the confidentiality of executive sessions and any privileged information shared with me by a board member or the superintendent.
7. I will seek to inform and include all board members in my discussion issues.
8. I will always hold the interests of students above those of individuals or special interest groups.
9. I will not seek to align a majority vote of board members on an issue outside the regular board meeting.
10. I will seek to continually improve my knowledge, skills and abilities as a board member.
11. When I learn of an error I have made, I will report the error to the board.
12. I will attend and be prepared for all board meetings.
13. If unable to attend a meeting I will notify the board president or superintendent as soon as possible.

BOARD OF TRUSTEES
STANDARD OPERATING PROCEDURES

ORANGE GROVE INDEPENDENT SCHOOL DISTRICT

MISSION STATEMENT

ORANGE GROVE INDEPENDENT SCHOOL DISTRICT

The mission of the Orange Grove Independent School District is to enable every student to develop and apply skills and work ethic to achieve maximum potential in becoming a productive citizen through the effective use of available resources, selection and development of qualified, dedicated staff, and implementation of a strong, sequential, and relevant curriculum with support of home and community.

By: Providing and implementing a curriculum that:

- *Progressively develops skills*
- *Recognizes individual potential and capabilities*
- *Encompasses high expectations*
- *Ensures mastery*

By: Establishing and maintaining an atmosphere that:

- *Provides students with successful learning experiences*
- *Develops positive attitudes and self images*
- *Encourages good citizenship*
- *Involves parents and community*
- *Cultivates PRIDE in students, staff and community*

Board of Trustees

Standard Operating Procedures

I. DEVELOPING BOARD MEETING AGENDA

- A. Who can place items on agenda?
 - 1. Agendas are created by the administration and presented to the Board.
 - 2. Any member of the Board of Trustees, community member or parent, with the concurrence of the Board President and Superintendent or one other member may request that a subject be included on the agenda for one meeting. The request shall be forwarded to the Superintendent or President of the Board.
 - 3. The Superintendent shall include on the agenda, all trustees-requested items that have been timely submitted.

- B. When is the agenda finalized?
 - 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. When are Board members notified of a Board meeting?
 - 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 the administrative reports as the Agenda summary and complex agenda items are being developed.

- D. Items for Executive Session
 - 1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Law, or
 - 2. Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the open agenda.

- E. Use of Consent Agenda
 - 1. Routine items
 - 2. Annual renewals of Region 2 and TEA items (grant applications, etc.)
 - 3. Budget Amendments
 - 4. Over \$500 tax refunds (under \$500 approved by administratively by board authority)
 - 5. Gifts, donations and bequests
 - 6. Financial information
 - 7. Minutes of regular and special Board meeting
 - 8. Minutes of joint meetings with City or other government units
 - 9. Updates of Board policy
 - 10. Routine personnel items
 - 11. Routine bid recommendations (anything already budgeted and less than \$50,000 for a single item purchase)
 - 12. As recommended by the Superintendent

F. 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 – Anytime two or more Board members are gathered to discuss school district business, it is considered a meeting.

A. Persons addressing the Board.

1. Any person may address the Board at any regular monthly Board meeting at a time identified 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 the form provided for that purpose at least fifteen minutes prior to the beginning of the meeting. The topic described on the form shall be complete and in sufficient detail as to the determined appropriateness of 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/comments about employees or officials of the district.
5. Each patron will be limited to five minutes, with the total allocation for audience participation limited to thirty minutes (unless the time is increased or decreased by majority vote of the Board).
6. If three (3) or more persons sign up to address the Board on a single item, a spokesperson will be selected to speak for the group. In any event, no more than nine minutes shall be allotted for a single topic.

B. Board Response to patrons addressing the Board.

1. Board members will listen attentively to comments.
2. Board President may ask Superintendent to clarify an item.
3. Board members will not respond to enter into discussion with the audience during the meeting as:
 - a. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
 - b. Items not on the agenda do not permit Board members to respond or discuss.

C. NON-ALLOWABLE COMMENTS (Board/audience)

1. The Board will **not** entertain comments on individual personnel or officials in public session (employees or Board members).
2. The Board will **not** entertain comments on individual students in public session.

D. HEARING

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.
3. At the conclusion of the hearing or at the subsequent meeting the Board will determine the results of the hearing.

4. Rules for the hearing will be strictly adhered to:
 - a. 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. Board will not allow duplicate testimony.
 - d. Board will not allow derogatory comments.
 - e. Board members will not ask questions since they are acting as a tribunal.
5. Hearing held in executive session follows essentially the same procedures, but public audience is prohibited.

E. The Board shall be guided by parliamentary procedure as detailed in Robert's Rule 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.

F. Town Meetings/Open Forums

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

G. Discussions 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 vote on all action items.
- B. Except in a conflict of interest as defined by law, Board members shall vote.

IV. EMPLOYEE OR CITIZEN COMPLAINT TO INDIVIDUAL BOARD MEMBERS

- A. When a person complains to a Board members regarding a school personnel or administrative issue:
 1. Remind the employee or citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
- B. Refer employee or citizen to appropriate person in the chain of command. The employee or citizen must go through the Superintendent.
- C. Board member should advise Superintendent of substantive or significant complaint as soon as possible.

V. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. Board members are encouraged to attend any school events as their time permits and to support activities.
- 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.

VI. 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 well in advance of meetings.
- C. The Board will communicate through public hearings, Board meetings and publications.
- D. Unless otherwise approved by the Board, the Superintendent is the spokesperson for the Board; individual Board members cannot speak in an official capacity or otherwise represent the views of the Board.
- E. Board members will advise the Superintendent's Secretary if they will not be attending a Board meeting.

VII. EVALUATION OF THE SUPERINTENDENT

- A. The summative evaluation will generally be conducted in January.
- B. The Board President obtains input from all board members on the approved indicators.
- C. Evaluation is conducted by consensus in executive session.

VIII. EVALUATION OF THE BOARD

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

IX. PROCESS FOR SELECTING BOARD OFFICERS

- A. Officers are nominated and elected annually following the reorganization of the Board after the May election.
- B. Election is held in May of each year.

X. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

Set down by state statute

- A. No Board member/officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. President:
 - 1. Shall preside at all Board meeting.
 - 2. Appoint committees
 - 3. Shall call special meetings.
 - 4. Sign all legal documents required by law.
- D. Vice President:
 - 1. Shall act in capacity of President in absence of President.
- E. Secretary:
 - 1. Insure that accurate records are kept.
 - 2. Acting in absence of President and Vice President, the Secretary shall serve as President Pro-Tem.

XI. ROLE OF BOARD IN EXECUTIVE SESSION

- A. Board can only discuss those items listed on the executive agenda and as limited by law, Texas Government Code Chapter 551.
- B. Board must vote in public session.
- C. Information discussed during the executive session **must** remain confidential.

XII. MEDIA INQUIRIES TO THE BOARD

- A. The Superintendent 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 call from the media should direct them to the Board's spokesperson and notify the Board President and Superintendent of the call.
- B. Any Board member may respond to general inquiries.

XIII. ANONYMOUS PHONE CALLS/LETTERS

- A. The Orange Grove Independent School Board of Trustees encourages input; however, anonymous call or letters will not receive the Board's attention, discussion or response and will not be referred to the administration.

XIV. REVIEWING BOARD OPERATING PROCEDURES

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

XV. BOARD SPOUSES

- A. Because of the unique relationships, Board members' spouses are generally covered by the same operating procedures as the Board members.

ETHICS for Board members

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

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

Trustworthiness in stewardship

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

Honor in Conduct

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

Integrity of Character

12. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
13. I will consistently uphold all applicable laws, rules, policies, and governance procedures.
14. I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

Commitment to Service

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

Student-Centered Focus

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