

# Scurry-Rosser Independent School District

## MISSION STATEMENT

Our purpose is to enable students to pursue excellence, to be competitive in the workplace and in institutions of higher learning, and to make sound, informed, ethical decisions both now and during their future lives.



## BOARD OF TRUSTEES

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## BOARD OPERATING PROCEDURES

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## II. Purpose

- I. The Scurry-Rosser Board of Trustees' (BOT) Board Operating Procedures (BOP) offers guidance to Trustees regarding standard Board member expectations and procedures in addition to Board Legal and Local policies.

## III. Applicable Policies

- I. The Scurry-Rosser BOT will adhere to the Legal and Local policies outlined in Section B - Local Governance of the Board Policy Manual.

## IV. Conducting Board Meetings

The development and conducting of Board meetings are outlined by BE Legal & Local.

### A. Developing the Board Meeting Agenda

#### i. Placement of items on the Agenda

- a. The agenda is developed by the Board President and the Superintendent.
- b. Any Board member with the concurrence of the Board President or one other Board member may request that a subject be included on the agenda for a meeting. That request should be sent to the Board President and Superintendent.
- c. The agenda shall include any Board member requested items that have been submitted to the Board President and Superintendent in a timely manner.

#### ii. Finalization of the Agenda

- a. No item can be placed on the agenda less than 72 hours (3 calendar days) in advance unless an emergency or urgent public necessity exists.
- b. Any agenda item added to the agenda after posting shall be done in accordance to BE Legal and Local.

#### iii. Timely Notification of Board Meetings

- a. Board members shall be notified of a meeting:
  - i. At least 72 hours prior to the regular or special meeting.
  - ii. At least 1 hour prior to an emergency meeting, where allowed by policy BE Legal.

#### iv. Items for Closed Session

- a. All personnel issues shall be conducted in closed session, unless specifically required by the Texas Open Meeting Act.
    - b. Nothing that violates the right of privacy according to the Texas Open Meeting Act or Texas Open Records Act can be placed on the open agenda.
  - v. Consolidated Action Items – Consent Agenda Items
    - a. The Board President and 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.
    - b. A request by any trustee shall remove any item from the suggested consolidated action list.
- B. Quorum
  - i. Anytime four or more Board members gather to discuss school district business, it is considered a meeting.
- C. Persons Addressing the Board
  - i. The Board will follow the procedures outlined in BED Legal & Local regarding persons addressing the Board.
- D. Response to Persons Addressing the Board
  - i. Board members will listen attentively to comments.
  - ii. The Board President may ask the Superintendent to Clarify an item or individual Board Member may request clarification through the Board President.
  - iii. Board members will not respond to or enter discussion with the audience during the Public Forum.
    - a. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
    - b. Items not on the agenda will not be discussed or responded to by Board members during the public session of the meeting and only when appropriate in closed sessions.
- E. Non-Allowable Comments by Board or Audience
  - i. The Board will not entertain comments on individual personnel or officials in public session, including employees and Board members.
  - ii. The Board will not entertain comments on individual students in public session.

F. Board Meeting Procedures

- I. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised, or spelled out in adopted Board policies.
- II. All discussion shall relate to the business currently under deliberation.
- III. The Board President shall halt all inappropriate discussion.
- IV. The Board President shall also:
  - a. Recognize member prior to their giving comments,
  - b. Be responsible for asking clarifying questions during Hearings.

G. Hearings and Town Meetings

- I. Hearings shall be conducted according to existing Board policies.
- II. Procedures for Town Meetings shall be determined on a case-by-case basis.
- III. The Board President, Superintendent or designee shall lead town meeting discussions.

H. Discussion of Motions

- I. 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.
- II. The Board President may make motions, second motions, and enter debates.

I. Voting

- I. The Board President shall vote on all action items.
- II. Except in a conflict of interest, as defined by law (BBFA Legal & Local), Board members shall vote on all action items. An absentia vote (a vote to abstain) regarding this requirement is considered a vote.

V. Board Administration

A. Election of Officers

- I. Officers are nominated and elected annually following the reorganization of the Board after the May election.
- II. Election will be held at the first Regular Meeting following the May election.

B. Annual Planning Calendar

- I. The Board President in conjunction with the Superintendent will develop an annual Board Planning Calendar. This calendar will reflect the meeting dates with anticipated agenda topics, conferences, training dates and special events for the next academic year. The board will review this document by June, with final changes published in July. This is a fluid document that may be refreshed throughout the year as the calendar changes.

C. Annual Review

- I. The Board is obligated by policy to review the following Board documents on an annual basis. This can be completed during a scheduled workshop or a meeting such as the annual Board retreat.
  - a. Board Self-Evaluation (BG Local) – the Board will complete a Board Self-Assessment Survey, the results of will be reviewed in Executive session with the Board. Opportunity areas will be identified for Board planning.
  - b. Board Operating Procedures (BOP) – the Board members shall review the Board Operating Procedures on an annual basis, following the last election. Any changes to the BOP will be considered an action item at the subsequent regular meeting.
  - c. Board Member Ethics – In addition to the BOP, the Board Member Ethics, as outlined by BBF Local, shall be reviewed annually, typically following the last election.

VI. Board Training

The Board is subject to annual training requirements as outlined by the State Board of Education under BBD Legal & Local and as outlined by the Board Operating Procedures as described below.

A. New Board Member Training

- I. New Board Members will utilize the Scurry-Rosser ISD Board of Trustee's New Board Member Orientation Manual to meet the New Board Member training requirements as outlined in BBD Legal. New Board Member minimum requirements include:
  - a. Local District Orientation – 3 hours within the first 120 days
  - b. Orientation to the Texas Education Code – 3 hours within the first 120 days
  - c. Open Meetings Act – 1 hour within the first 90 days
  - d. Public Information Act – 1 hour within the first 90 days
  - e. Tier 3 – Board Development – 10 hours within the first year
  - f. All trainings required by policy for all Board members

## B. All Board Member Training Requirements

### I. The following is the list of current training programs required for all Board members.

- a. Cybersecurity – 1 hour annually for required personnel by policy CQB Legal & Local
- b. Evaluating & Improving Student Outcomes – SB 1566 – 3 hours every 2 years / New Member within the first 120 days
- c. Team Building – 3 hours annually
- d. Child Abuse/Human Trafficking – 1 hour every 2 years / New Member with the first 120 days
- e. Post Legislative Update – Every 2 years following Legislative Session
- f. Safety and Training as outlined by HB 690 – Every 2 years – Online Course
- g. Tier 3 – Board Development – 5 hours annually

## C. Conferences

- I. In addition to the training obligations described within, each Board member will make every effort to attend and actively participate in the following annual conferences. These conferences offer training to meet the Tier 3 requirements.
  - a. Summer Leadership Institute (SLI) – The SLI is an annual TASB training event that is generally held in June and is available in North and South Texas, typically San Antonio and Fort Worth.
  - b. TASA/TASB Convention – This convention is a collaboration between TASA and TASB and provides training for the Board trustees, superintendent, and other key administrators. This event will rotate each year between a North Texas location and South Texas location.

## VII. Board Visioning

- I. On an annual basis the Board will meet to review the following: (BC Local)
  - a. The District's vision, mission, and goal to improve student performance.
  - b. Develop short-term goals to further Board development

## VIII. Board and Superintendent

Policies associated with Superintendent qualifications, recruitment, contract, evaluation, personal development, and termination are outlined in: Policies BJA, BJB, BJC, BJCB, BJCD, BJCE, BJCF, and BJCG

A. Communication

- I. The Superintendent will communicate with the Board as a whole or as individual Board members.
- II. The Superintendent will communicate with the Board as soon as possible regarding emergencies electronically or by phone, personal contact, or other appropriate means of communication.
- III. The Superintendent may communicate with the Board President, and the President communicates with the Board.
- IV. Board members will always have an opportunity to meet with the Superintendent to discuss questions related to the regular meeting agenda or other district concerns.
- V. Any questions and subsequent answers will be communicated to all Board members.
- VI. The Board President will meet with the Superintendent on a routine basis to discuss district business.

B. Annual Superintendent Review (BJCD Legal & Local)

Timeline for Superintendent review.

- I. July or August – Review, refresh and set goals for Superintendent Evaluation Instrument
- II. October – Conduct formative review
- III. December – Conduct summative review
  - a. The Board President will email to each Board member, independently, the electronic version of the final summative. The Board members will complete the comment sections, rate the performance, and return by email to the Board President.
  - b. The Board President will then print one copy for each Board member to have as a working/discussion document during the Board's performance review. At the end of the performance review the President will collect everyone's hard copy feedback and compiled into a draft document.
  - c. The draft document will be sent to each Board member by the President, independently, for final review. Once complete the final version will be forwarded to the Superintendent before the final review meeting.



- IV. January – Review and/or update contract.

## IX. Board Appointments

- I. The Board President may appoint Board members to serve as liaisons on the following committee/organizations. The Board member will serve in an advisory capacity only unless specified by policy. Appointments are to be made on an annual basis following the May elections.
  - a. Safety and Security Committee (CK Legal & Local)
    - i. Board President and (1)-one additional Board member
    - ii. Term – 1 year, reappointment permitted
  - b. District Wide Improvement Committee (BQA Legal & Local)
    - i. (1)-One Board member
    - ii. Term – 1 year, reappointment permitted
  - c. District of Innovation Planning Committee (AF Legal & Local)
    - i. (1)-One Board member
    - ii. Term – 1 year, reappointment permitted
  - d. Facilities Committee
    - i. (3)-Three Board members
    - ii. Term – 1 year, reappointment permitted
  - e. Education Foundation for Scurry-Rosser Schools
    - i. (1)-One Board member minimum; maximum of (2)-two Board members
    - ii. Term – (2)-two years unless Board seat is vacated during term. Reappointment permitted
  - f. Other special Ad Hoc committees as needed

## X. Employee of Citizen Complaint to Individual Board Member

- I. Complaints to a Board member from community members shall be handled as follows:
  - a. The Board member must remind the employee or citizen of due process.

- b. The Board member must remain impartial in case the situation goes before the Board.
- c. The Board member must refer to the employee or citizen to the appropriate person in the chain of command. The complainant must go through the chain of command.
- d. The Board member shall make clear to the employee or citizen that the response is not the representation of the Board but as a single member.

## XI. Board Member Visits to School Campus

- I. Board members are encouraged to attend all school events as their time permits and to show support for school activities.
- II. Board members may visit any campus after properly checking with the Superintendent. Board members should sign in at the front reception desk of each campus being visited.
- III. While attending scheduled school functions or activities involving the public, prior acknowledgement of the campus principle is not necessary.
- IV. Board members shall not go into teacher's classrooms or onto campuses for the purpose of investigation or evaluation of staff members.

## XII. Board Members' Standard of Behavior and Code of Ethics

### A. 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.

- i. Board members are encouraged to make it clear that they are acting as parents.
- ii. Board Members should not request nor accept extraordinary consideration for their children.

### B. Standard of Behavior

- i. Any time four or more Board members are gathered to discuss district business, it is considered a meeting which must comply with the Texas Open Meetings Act. (BE Local & Legal)
- ii. Board members will actively prepare for Board meetings and demonstrate understanding by actively engaging in the review of content and visibly participating in votes of Action.

- iii. Board members shall share with each other and the Superintendent the information received from training sessions and conferences.
- iv. The Board President shall communicate with the Board's Attorney, as needed, unless otherwise determined by the entire Board.

C. Code of Ethics

- i. Board members shall be knowledgeable of and abide by the Board of Trustee's Code of Ethics (BBF Local and BBFB Legal) and the Code's implications of a Board member's day to day actions.
- ii. Each Board member as defined by BBFA Legal & Local will file a conflicts disclosure statement as defined by the Texas Ethics Commission with the district. This document shall be posted on the district's website for a period defined by the policy.

D. Board Norms

- i. The Board will adhere to the highest ethical standards and hold itself accountable to students, staff, and the community.
- ii. The Board will adhere to its role of governing through policy and support the management of the district by the Superintendent.
- iii. The Board will support the administration in creating a balanced budget which supports the district's vision for its students and provides competitive compensation for its employees.
- iv. Each Board member will make every effort to have 100% attendance at all meetings and workshops and be well prepared.
- v. Board members will be visible in the schools and in the community.
- vi. The Board will exceed the minimum standards for training requirements individually and as a Team of 8.
- vii. Each Board member will make every effort to attend the TASA/TASB annual convention, or such training as decided by the Board.
- viii. Board members will follow the Board Operating Procedures.

### XIII. Violation of Board Operating Procedures

Any violation or infractions of Board Policy or the Board Operating Procedures the Board member will be subject to the following:

- I. Individual Board members are encouraged to express their concern about another member's performance directly to that member.

- II. If addressing the issue directly with the member does not resolve the concern, the discussion with the Board President is appropriate.
  - a. The Board President shall discuss the concern with the individual in question on behalf of the reporting Board member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
  - b. The President shall remind the Board member whose behavior is in question about the adopted Code of Ethics and Board Operating Procedures and discuss how the questionable behavior does not comply with the Code and/or Operating Procedures.
  - c. If the Board member in question does not believe his or her behavior conflicts with the Board's Code of Ethics and/or Operating Procedures, an agenda item specifying "evaluation of individual Board members' performance" may be listed on the agenda for an upcoming Board meeting.
  - d. The matter will be discussed by the full Board in closed session to identify the behavior that may be inappropriate and discuss possible solutions or alternatives approaches that may have a more positive impact on team cohesion and effectiveness, up to and including private and public censure.
- III. If the concern involves the Board President, a member may discuss his or her concerns with the Board Vice-President.

#### XIV. Media Inquiries

- A. Speaking Request
  - i. The Superintendent shall be the official spokesperson for the District.
  - ii. The Board President shall be the spokesperson for the Board.
  - iii. All Board members who receive calls from the media shall direct the calls to the Superintendent or Board President.
  - iv. Should a Board member be invited to speak at an event that could be construed as representing the Board, the request shall be reviewed with the Superintendent and/or the Board President.
- B. Response to Communication and Use of Social Media
  - i. The Board should encourage community input. However, anonymous communications will NOT receive Board action, but may be forwarded to the Superintendent for appropriate follow-up.
  - ii. Board members who participate in social media platforms shall:

- a. Be careful to avoid online conversation that could be construed as speaking for the Board or constituting as an online Board meeting.
- b. Refrain from posting pictures of students the Board member does not personally know.
- c. Avoid posting content that suggests you have already formed an opinion on pending Board action.
- d. Not post a summary of any board meeting.
- e. Remember that discussing District business on social media creates a public record. Post only content that the District has already released to the public.

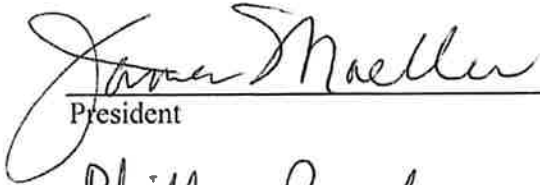
## XV. Expenses

- I. Board expense reimbursement policies are outlined by BBG Legal and Local.
- II. Third-party events which require tickets to be purchased, must be reviewed by the Board President, and determined to add value to the Board in attending.
- III. Tickets will be purchased by the district for approved events.

**XX.**

**ATTESTATION**

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

  
\_\_\_\_\_

President

9-18-2023  
Date

  
\_\_\_\_\_

Vice President

9-18-23  
Date

  
\_\_\_\_\_

Secretary

9-18-23  
Date

  
\_\_\_\_\_

Member

9-18-2023  
Date

  
\_\_\_\_\_

Member

9-18-23  
Date

  
\_\_\_\_\_

Member

9/18/23  
Date

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date

A. I hereby agree to assist the Scurry-Rosser ISD Board of Trustees in  
their commitment to adhere to the Scurry-Rosser ISD Board of  
Trustees Code of Conduct and Standard Operating Procedures.

  
\_\_\_\_\_

Superintendent

9-18-23  
Date