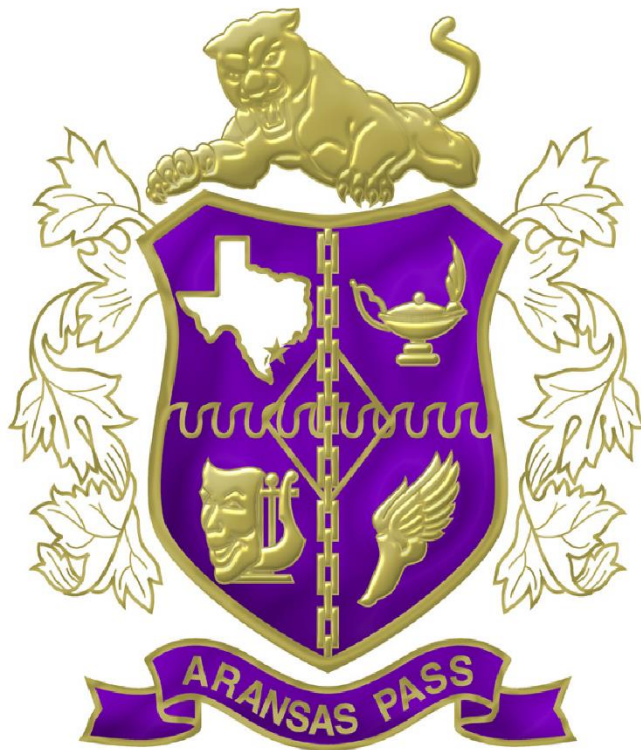


Revised: July 15, 2019

# ***CODE OF CONDUCT*** ***(Aransas Pass ISD)***



ARANSAS PASS ISD  
BOARD OF TRUSTEES

# CODE OF CONDUCT

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 principles listed below. Should I, for whatever 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 of 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.

**BOARD OF TRUSTEES  
STANDARD OPERATING PROCEDURES**

**(Aransas Pass ISD)**

Aransas Pass ISD

## **MISSION STATEMENT**

We believe that our school district is a catalyst in our community. It is our mission to encourage, motivate, nurture, and inspire everyone through our commitment to academic excellence.

### **Motto**

**APISD.... Purpose, Passion, Pride**

## **Board Goals**

### **STUDENT PERFORMANCE**

APISD will exceed state and federal standards by providing a well-balanced curriculum.

### **EDUCATION**

APISD will provide an innovative curriculum with instructional programs and services that develop each student's potential to graduate prepared for post-secondary education, workforce readiness, and other life experiences.

### **PERSONNEL**

APISD will recruit and retain highly qualified, effective, and dedicated personnel.

### **PARTNERSHIP / COMMUNICATION**

APISD will promote a strong partnership between students, parents, the community, administrators, teachers, and staff that results in shared responsibility and commitment for a quality education.

### **SAFE ENVIRONMENT / CLIMATE**

APISD will provide positive, safe, well maintained and an orderly environment conducive to learning.

## I. DEVELOPING BOARD MEETING AGENDA

- A. Who can place items on agenda?
  - 1. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.
  - 2. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
  
- B. When is the agenda finalized?
  - 1. The deadline for submitting items for inclusion on the agenda is noon of the fifth calendar day before regular meetings and noon of the third calendar day before special meetings.
  - 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. 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 Meeting 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 / Consolidated Action Items
  - 1. When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
  - 2. As recommended by the Superintendent.

**II. CONDUCTING BOARD MEETINGS** – Anytime four or more Board members are gathered to discuss school district business, it is considered a meeting.

A. Persons addressing the Board.

1. Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
2. At regular meetings the Board shall allot a maximum of 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
3. No presentation shall exceed three minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.
4. 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 determine appropriateness of topic prior to addressing the Board.
5. 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.
6. Each patron will be limited to three minutes, with the total time allocation for audience participation limited to thirty minutes.
7. 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.
8. The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

9. 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 person 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 person removed from the meeting.

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 or 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. Hearings
  - 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 a subsequent meeting the Board will determine the results of the hearing.
  - 4. Rules for the hearing will be strictly adhered to:
    - a. Board President will establish hearing rules.
    - b. Testimony is to be presented orally or in writing, as detailed in Board policy.
    - c. Board will not allow derogatory comments.
    - d. Board President may ask clarifying question.
  - 5. Hearings 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 Board 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 meetings/open forums shall be determined on a case-by case basis.
  - 2. The Board President, Superintendent or designee shall lead discussions.
- 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. 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 MEMBER**

- A. If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy.

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

- B. Refer employee or citizen to appropriate person in the chain of command.  
**MUST GO THROUGH CHAIN OF COMMAND.**
- C. Board member should advise Superintendent of substantive or significant complaint within 72 hours.

#### **V. 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 communicate through public hearings, Board meetings and publications.
- D. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board.

#### **VI. EVALUATION OF THE SUPERINTENDENT**

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

#### **VII. EVALUATION OF THE BOARD**

- A. Routinely assess status of Board/Superintendent team.
- B. Evaluation is conducted in executive session on a schedule determined by the 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?

#### **VIII. PROCESS FOR SELECTING BOARD OFFICERS**

- A. At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting:
  - 1. A president, who shall be a member of the Board.
  - 2. A secretary, who may or may not be a member of the Board.
  - 3. Such other officers and committees as the Board may deem necessary.

*Education Code 11.061(c)*



- B. In addition to the required post-election organization, the Board may also organize at other times.  
*Atty. Gen. Op. MW-531 (1982)*

## **IX. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS**

*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. Shall preside at all Board meetings.
  - 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 the 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.

## **X. 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.

## **XI. 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 and notify the Board President and Superintendent of the call.
- B. Any Board member may respond to general inquiries.

## **XII. ANONYMOUS PHONE CALLS/LETTERS**

- A. The Aransas Pass ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration.

## **XIII. REVIEWING BOARD OPERATING PROCEDURES**

- A. Standard Board Operating Procedures will be reviewed and updated as needed. Any changes or additions must be made by board discussion during a Board meeting and passed by majority vote of the Board.

# Ethics for School 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**

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

## **Trustworthiness in stewardship**

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

## **Honor in conduct**

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

## **Integrity of character**

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

## **Commitment to service**

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

## **Student-centered focus**

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