

Hemphill Independent School District Board of Trustees

1000 Milam Street
P. O. Box 1950
Hemphill, Texas 75948



Standard Operating Procedures And Code of Conduct

Revised 12/6/2023

Adopted 12/18/2023

Preface

In effective school systems, the Superintendent and the Board of Trustees function as a “Team of Eight.” A structured approach to developing a vision for the district and setting goals is enhanced by developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Hemphill ISD (HISD) Board of Trustees and Superintendent function as a “Team of Eight” to provide overall leadership for the district.

The Hemphill ISD Board of Trustees adopts these guidelines as Standard Operating Procedures and Code of Conduct to effectively facilitate the proper function of the “Team of Eight.” A more complete presentation is found in the Hemphill ISD Board Policy Manual, which is not superseded by these operating procedures.

Hemphill ISD Mission Statement

The Mission of the Hemphill Independent School District is to equip all students in a safe learning environment with the skills necessary to lead productive and satisfying lives.

I. Creating a Meeting Agenda

A. Placement of Items on the Agenda

- 1. The Superintendent, in consultation with the Board President shall prepare the agenda for all Board meetings.**
- 2. The Board President and the Superintendent shall have the authority to place items on the agenda. Any member of the Board of Trustees may request that a subject be included on the agenda for a meeting. That request shall be made to the Superintendent or Board President 72 hours prior to the posting of the agenda. The Board President shall place a requested item on the agenda no later than the 2nd regular meeting after the request.**
- 3. The Superintendent shall include on the agenda all Trustee requested items as calendared by the Board President.**

B. Finalization of the Agenda

- 1. In accordance with the HISD Board Policy Manual, no item can be placed on the agenda less than 72 hours in advance of any meeting except in an emergency.**
- 2. No item can be placed on the agenda after 5:00 p.m. on the day of posting, unless delay in acting on such item could affect the operations of the District.**
- 3. In an emergency or when there is an urgent public necessity, notice of a meeting or supplemental notice of a meeting, a subject can be added to an agenda posted in accordance with law if it is posted for at least two hours before the meeting convened.**
- 4. An emergency or urgent public necessity exists if immediate action is required because of an imminent threat to public health, safety, or a reasonably foreseeable situation. The Superintendent, in consultation with the Board shall clearly identify the emergency or urgent public necessity for each item in the Notice of an Emergency Meeting and each item added in a supplemental notice.**
- 5. Items are to be included on a consent agenda for action together in a single vote without discussion, per the HISD Board Policy Manual. However, items may be pulled from the consent agenda for individual discussion and consideration during a meeting, if requested by a Trustee.**

C. Timely Notification of Board Meetings

- 1. Board Members shall be notified of a meeting:
 - a) At least 72 hours prior to the regular or special meeting; or,**
 - b) At least two hours prior to an emergency meeting.****
- 2. The Board President shall be advised, through administrative reports, as the agenda summary and complex agenda items are being developed.**

D.Items for a Closed Session

- 1.All personnel issues must be conducted in a closed session, unless specifically required by 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.Board Member Preparation for Meetings

- 1.Administration will ensure that the preliminary agenda packet, containing all information needed for informed decision making, is posted and accessible to each Board Member three days before each meeting.**
- 2.Each Board Member will prepare to address the agenda by reading the agenda packet materials in advance of the meeting.**
- 3.Trustees will ask agenda related questions of the superintendent at least one day prior to the scheduled meeting, when possible. Otherwise within 3 hours of the meeting's commencement.**

II.Conducting a Board Meeting

A.Quorum

Anytime four or more Trustees are gathered to discuss school district business, it is considered a meeting.

B.Persons Addressing the Board of Trustees

1.Limit on Participation

a)Audience participation at a Board meeting is limited to the audience comment portion of the meeting, or at the beginning of an item on the agenda that relates to the speaker's topic. At all other times during a Board meeting, the audience shall not enter into discussion or debate, unless requested by the presiding officer.

2.Public Comment

a)The Board shall allot 5 minutes to hear persons who desire to make comments.

b)Persons who wish to participate shall sign up 10 minutes before the meeting begins and shall indicate the topic about which they wish to speak.

c)Each participant will be limited to 5 minutes to make comments to the Board.

d)A group of five or more persons must appoint one person to present the group's views to the Board.

3.Board's Response

- a)Specific factual information, recitation of existing policy, item placed on future agenda, may be furnished in response to inquiries by the presiding officer or as said officer yields to the Superintendent for clarification or further action.
- b)The Board shall not deliberate or decide regarding any subject matter that is not included on the agenda posted with notice of the meeting.

4.Complaints or Concerns

- a)The presiding officer shall determine whether a person addressing the Board has attempted to solve a matter administratively through the resolution channels established by policy:
 - (1)Employee complaints: DGBA
 - (2)Student or parent complaints: FNG
 - (3)Public complaints: GF

C.Non-allowable comments by Board Members or Audience

- 1.The Board will not entertain comments on individual personnel or official in public session, including employees and Board Members.
- 2.The Board will not entertain comments on individual students in public session.
- 3.The Board will not entertain nor engage in any derogatory or disparaging commentary concerning any stakeholder of Hemphill Independent School District.

D.Public Hearings

- 1.Hearings will be conducted according to the existing Board Policy Manual
- 2.During public hearings, the Board is assembled ONLY to gather information.
- 3.The Board will not answer questions or enter into dialogue except as permitted by the agenda (or with their attorney in the case of an employee hearing).
- 4.Rules for the public hearing will be strictly adhered to:
 - a)Board will limit response to 5 minutes;
 - b)Board will accept written and signed or oral testimony;
 - c)Board will not allow duplicate testimony;
 - d)Board will not allow any personal derogatory comments

E.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 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 their giving out comments.
 - b)Be responsible for asking clarifying questions during hearings.

F.Discussion of Motions

- 1.The Board President has the responsibility to keep discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.

III.Voting

- A.The Board President may vote on all action items.
- B.Except in a conflict of interest, as defined by law, Board members shall vote on all action items. A vote to abstain is a vote.
- C.In case of a tie vote, the item is tabled. The President may bring the item back to the Board on a subsequent agenda.
- D.Nepotism: Per Government Code 53.002, a public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position that is to be directly or indirectly compensated from public funds if the individual is related to the public official or another member of the board by blood within the third degree or by marriage within the second degree. Any and all proceedings of employment or complaints/hearing/grievances shall be vacated by the board member in such Accordances.

IV.Individual Board Member Requests for Information or Reports

- A.Make all requests for information to the Superintendent.

V.Citizen or Employee Complaint to Individual Board Members

- A.When a person complains to a Board member regarding a school personnel or an administrative issue:
 - 1.Repeat the problem back, for clarification and understanding;
 - 2.Remind the employee or citizen of due process;
 - 3.The Board member must remain impartial in case the situation goes before the Board in the grievance process.
- B.Refer the employee or citizen to the appropriate party within HISD Chain of Command Procedures. The complainant must go through the chain of command.
- C.The Board Member should always advise the Superintendent of a substantive or significant complaint or possible situation in a timely manner.
- D.Once an official complaint has been filed, the administrator shall communicate with the complainant in a timely manner, and the Superintendent will apprise the Board of attention to the matter of complaint.

VI. Board Member Visits to School Campuses

- 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.**
- D. Board members may interact with any staff member or student during (duty) free periods of time outside of the student/staff members schedule of responsibility.**

VII. 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.**

VIII. Communications

- A. The President of the Board will meet with the Superintendent occasionally 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. Superintendent will communicate significant information to all Board members on a timely routine basis.**
- D. Significant requests to the Superintendent from the Board President will be distributed to all Board members.**
- E. Board, as a body, will communicate to the community through public hearings, regular/special meetings, and publications rendered from the Superintendent.**
- F. The Board will internally communicate through public hearings, Board meetings, conferences and conventions, school publications, and written communications through the Superintendent's Office.**
- G. Individual Board members are encouraged to participate in community activities as liaisons between the public and the school district; however, they cannot speak for the Board of Trustees unless authorized to do so by an official act of the Board.**

IX. Evaluation of the Superintendent

- A. Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation.**
- B. Evaluation is conducted by a consensus in closed session and may be facilitated by District Attorney or contracted governance liaison to the District.**

C. Summative evaluation of the Superintendent will be conducted annually.

X. Evaluation of the Board

A. An assessment of the Board/Superintendent may be conducted in closed session as scheduled by the Board with facilitation by District governance liaisons.

B. The evaluation will focus, but not limited to the:

1. Development/Adherence and progress with Strategic Plan

2. The following questions:

a) Are we following the Code of Ethics?

b) Are we following the Standard Operating Procedures and Code of Conduct?

c) Is the "Team of Eight" functioning efficiently and effectively?

d) Are/were Board and District goals effective?

XI. Process for Selecting Board Officers

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

B. Election of Board Officers will be held at the first regularly scheduled meeting after the May election.

XII. Role and Authority of Board Member and/or Board Officer

A. No Board member or officer has authority outside of the Board meeting.

B. No Board member can direct employees regarding performance of their duties.

C. Board Officers - The Board shall elect a President, A Vice President, and a Secretary who shall be members of the Board.

D. Vacancy - A vacancy among officers shall be filled by majority action of the Board.

E. Terms & Duties - Board officers shall serve for a term of one year. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

F. President - In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.

2. Have the right to discuss and vote on all matters coming before the Board.

G. Vice President - The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.

2. Become President only upon being elected to the position.

3. Sign all legal documents required by law.

H. Secretary - The Secretary of the Board shall:

- 1. Ensure that an accurate record is kept of the proceedings of each Board meeting.**
- 2. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.**
- 3. Sign or countersign documents/warrants as direct action of the Board.**

XIII. Role of the Board in Executive 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.**

XIV. Media Inquiries to the Board

- A. The Superintendent shall be the official spokesperson for the Board to the media/press on issues of public concern/media attention.**
- B. All Board members who receive calls from the media should direct them to the Superintendent, who will then confer with the Board President.**
- C. Any Board member has the right to speak to the media as an individual, making it clear that they are speaking as an individual rather than as directed by the Board.**
- D. Any Board member may respond to general inquiries.**

XV. Anonymous Messages (Phone Calls, Messages, Letters, Emails)

- A. The HISD Board of Trustees encourages community input and communication.**
- B. Anonymous communication will not receive the Board or Superintendent's attention, discussion, or response and will not be referred to subsequent administrators for action.**

XVI. Reimbursable Expenses

- A. Board members shall be reimbursed for reasonable expenses such as:
 - 1. Carrying out the business for the Board;**
 - 2. Attending meetings and conventions as official representatives of the Board;**
 - 3. Mileage, commercial transportation, parking, lodging, meals, and incidentals.****
- B. Board members shall not be reimbursed for expenses of family members who travel with Board members. Board members shall not be reimbursed for alcoholic beverages.**

XVII. 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 members shall not utilize District equipment or materials for campaign.

XVIII. Required Board Member Training

A. Board members are required to complete training as specified in the Texas Education Code 11.159 according to assessed needs.

B. 1st Year Board Members

- a) Within 60 days - Local Orientation Session (3 hours)
- b) Within 120 days - Open Government (1 hour)
 - Public Information Act (1 hour)
 - Cybersecurity (1 hour)
 - Child Abuse Prevention (1 hour)
 - Evaluating and Improving Student Outcomes (1 hour)
- c) Within 1st year - 10 hours of continuing education during 1st year of service

C. Experienced Board Members

- a) Following 1st year - Cybersecurity (1 hour) annually
 - Child Abuse Prevention (1 hour) every two years
 - Evaluating and Improving Student Outcomes (3 hours) every two years
 - 5 hours of continuing education each year following the first year

D. Entire Board & Superintendent

- a) Annually - 3 hours of team building training, facilitated by a registered Provider

XIX. Reviewing Board Standard Operating Procedures and Code of Conduct

A. The Standard Operating Procedures and Code of Conduct will be reviewed and updated on a routine basis and will be reviewed as training material for annual Board training.

XX. Violations and Sanctions

A. Upon inclusion 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. Authorize the Board President to remove Board member from

Leadership positions that include Board officer positions and membership on any district or campus level committee.

4. The Board may utilize any or all 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 or Board members under applicable Board policies.

Hemphill ISD will not discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services, or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

XXI. Attestation

A. We, the undersigned, hereby agree to adhere and abide by the HISD Board of Trustees Standard Operating Procedures and Code of Conduct.

Kim Scales 12-18-23
President Date

[Signature] 12-18-23
Vice President Date

[Signature] 12-18-23
Secretary Date

MARTY CAFFIN 12-18-23
Member Date

[Signature] 12/18/23
Member Date

Jammie Cox
Member

12/18/2023
Date

Dany R. Parks
Member

12-18-2023
Date

B. I hereby agree to assist the HISD Board of Trustees in their commitment to adhere to the HISD Board of Trustees Standard Operating Procedures and Code of Conduct.

Stephen English
Stephen English, Superintendent

12-18-2023
Date