

EAGLE MOUNTAIN-SAGINAW INDEPENDENT SCHOOL DISTRICT BOARD OPERATING PROCEDURES

Overview

The Board of Trustees (“Board” or “Trustees”) defines the district’s policies and goals that shall reflect the district’s advocacy for all students. Board members serve as advocates for all students by providing leadership at the local, state, and national level. The policies set by the Board will ensure that the district mission and goals are achieved. A responsibility of the Board is to hire a Superintendent, who then implements the policies and goals adopted by the Board. The Board shall evaluate the Superintendent’s job performance based upon these policies and goals. These operating procedures will be reviewed annually by the Board and shall reflect a continuous improvement model.

A district is only as strong as the Superintendent/Board relationship. The Superintendent is the CEO of the organization, and the Board is a governing body, much like a Board of Directors in a business setting. The Board must give the Superintendent leeway to accomplish the directives provided by the Board, without getting involved in the day-to-day minutiae. An effective Board member communicates with the Superintendent about a concern. It is the Superintendent’s job to address concerns. Board members should not violate the chain of command, causing disrespect and unclear expectations between staff, the Superintendent, and the Board.

It is the responsibility of the Board of Trustees, as a body corporate, to create policy for the school district, and it is the responsibility of the Superintendent and staff to manage and lead the district and ensure that the policies adopted by the Board are implemented. In effective school systems, the Superintendent and the Board function as a “Team of Eight.” The Eagle Mountain-Saginaw Independent School District Board Operating Procedures provide guidance to the Board and the Superintendent in the operation of this “Team of Eight” so it may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the school district. The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district.

Operating Procedures

1. Election of Board Members

- The Board is composed of seven members elected at large by the community. Board members serve staggered terms of three years. Elections for Places 1 and 2 are held together. Places 3, 4, and 5 are elected together one year later. Places 6 and 7 are elected together two years after Places 1 and 2 are elected. BBB(LOCAL), BBB(LEGAL)

- Board elections are held in alignment with uniform election dates established by the legislature and generally on the first Saturday in May. BBB(LEGAL)
- A Board meeting will be held no earlier than the 3rd day and not later than the 11th day after the election to canvass returns. At the first regular board meeting following the canvassing of returns, newly elected members will file the Statement of an Elected Officer, swear-in as new members, and the Board will elect the following Board officers: President, Vice-President, and Secretary. BBBB(LEGAL)
- The swearing-in of the newly elected Board members will take place during the 5 p.m. reports section of the Board meeting.
- The Board will honor the outgoing Board member(s) at the May Board meeting or at another Board meeting as agreed upon.

2. Board Meetings

Establishing the Agenda

- 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. BE(LOCAL)
- Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and 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. BE(LOCAL)
- In the event a Trustee requests superfluous agenda items, the Board, by a majority vote, may censure said Trustee and such censured Trustee may not add agenda items without the approval of the Board.
- Members of the Board shall be given notice of regular and special meetings at least three business days prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting. BE(LOCAL)
- The deadline for submitting items for inclusion on the agenda is noon on the 10th calendar day before regular meetings and noon on the 10th calendar day before special meetings. If the item is deemed an emergency by the Board President or Superintendent, it may be added up to 72 hours before the scheduled board meeting. BE(LOCAL)

- When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. The 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. Examples of such items include routine financial information and updates, minutes of regular and special Board meetings, and routine bid recommendations. All consent agenda items shall be acted upon by one vote without separate discussion, unless a Trustee requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. BE(LOCAL)
- An annual calendar of Board meeting dates and agenda items will be developed cooperatively by the Board President and Superintendent and will be provided as a report to the Board. The calendar and Board meeting dates will be presented prior to or during the December meeting for the following calendar year.

Regular Board Meetings

- Regular meetings of the Board shall normally be held on the fourth Monday of each month (with a few exceptions) beginning at 5:00 p.m. The meeting will be structured as follows: a reports session from 5:00 to 6:00 p.m.; open meeting at 6:00 p.m. with the first item on the agenda being a closed executive session from 6:00 to 7:00 p.m. The public comment portion of the meeting will be held at 5:00 p.m. During the public section, those reports on the agenda not presented in the reports session shall be presented to the Board. The Opening Ceremony and Recognitions shall be conducted at 7:00 p.m., unless a change is necessary and agreed upon by the Superintendent and the Board President.
- When determined necessary and for the convenience of the Trustees, the Board President may change the date or time of a regular meeting. BE(LOCAL)
- The Presiding Officer of the meeting may move the order of items with the consensus of the Board. An exception to this is the public comment portion, which must be at the beginning of the meeting.
- Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Dr. Jim F. Chadwell Administration Building (EMS ISD Administration Building) in the Board Room and closed sessions shall be held in the Board's Conference Room. BE(LOCAL)
- The Board will conduct meetings in accordance with *Robert's Rules of Order, Newly Revised In Brief* unless suspended by a majority vote of Board members present. BE(LOCAL)
- Four members or more present constitute a quorum for a meeting. BE(LEGAL)
- Administration will ensure that supporting information required for informed decision making is supplied to each member of the Board through BoardBook. BoardBook shall

be made available to members of the Board no later than 72 hours before a scheduled board meeting.

- Action items shall be presented to the Board, a discussion shall be held, and a decision reached. The Board President will vote on all action items. In case of a tie vote, then the item fails. All individual trustees' votes shall be recorded by name in the minutes of the Board meeting. Once a majority decision has been reached, this is an action by the whole Board binding upon each member. BBE(LOCAL) Voting on any items will be a record vote by show of hands or roll call, as directed by the Board President. BE(LOCAL)
- In the event that the Board has a "split vote" on an action item, it shall be the practice of all Trustees to come together as a collective Board to publicly support the decision of the majority.
- Audience participation at a Board meeting is limited to the 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 recognized by the Presiding Officer. No public comment presentation shall exceed five minutes. The Presiding Officer will recognize persons who have signed up to address the Board and the Secretary shall be responsible for setting the device that will keep track of the speaker's allotted time. BED(LOCAL)
- Persons who wish to participate in this portion of the meeting shall sign up with the Presiding Officer or designee no earlier than one hour before the meeting and no later than 10 minutes before the meeting begins and shall indicate the topic about which they wish to speak. With approval by the Presiding Officer, this requirement can be altered under special circumstances but must be posted on the district website. BED(LOCAL) At regular Board meetings, the Board shall permit public comment regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. BED(LOCAL)
- 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, reorder agenda items, defer public comment on non-agenda items at a called meeting, continue agenda items at a later meeting, provide expanded opportunity for public comment, or establish an overall time limit for public comment and adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments. BED(LOCAL)
- Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide any subject that is not included on the agenda posted with the notice of the meeting. BED(LOCAL)
- Board members may direct the Superintendent to investigate and respond to a subject brought before the Board.

- The “Public Comment” period in a Board meeting is not intended for allegations against students, employees, volunteers, or others of misconduct; requests for discipline or termination; or personal attacks (which include impugning an individual’s integrity, honesty, character, immutable characteristics or like personal qualities; accusations of criminal conduct; name calling, threats, fighting words, ridicule, mocking, shaming, or demeaning). Speakers wishing to allege student or employee misconduct, or request employee discipline or termination, shall be directed to follow the district’s complaint and grievance process. DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)
- The Board will not tolerate disruption of the meeting by members of the audience. If, after one warning from the Presiding Officer, the person continues to disrupt the meeting by his/her words or actions, the Presiding Officer shall request assistance from law enforcement officials to have the person removed from the meeting. BED(LOCAL)
- Signs or placards brought to a Board meeting by the audience shall not block the vision of those attending the meeting.
- Audience participation at a special meeting or training session is limited to the portion of the meeting designated for that purpose and will be accepted for posted agenda items only and included in the notice of the meeting. BED(LOCAL)

Special Meetings

- The time and place of special and emergency meetings shall be as set out in the notice for the meeting. The President of the Board shall call special meetings at the President’s discretion or on request by two members of the Board. BE(LOCAL)
- The President shall call an emergency meeting when it is determined by the President or one of the members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting. BE (LEGAL), BE(LOCAL)

Executive Sessions

- The Board can only discuss those items listed on the executive session agenda and as prescribed by law. BEC(LEGAL)
- During executive sessions, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session under the Texas Government Code. BEC(LEGAL)
- Discussions and information shared during executive session shall remain confidential.
- Notes taken by individual Trustees during open and executive Sessions may be considered information created as part of the district’s official business and, therefore, potentially subject to public disclosure under the Texas Public Information Act.

- Prior to convening into executive session, the Presiding Officer shall announce a recess into executive session and read aloud the section of the items to be discussed in executive session under Chapter 551 (Open Meetings) of the Texas Government Code. BEC(LEGAL)
- The Board shall keep a certified agenda or make a recording of the proceedings of each executive session, except for private consultation with the district's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the Presiding Officer at the beginning and end of the closed meeting indicating the date and time. BEC(LEGAL)
- Only members of the Board (whether present at the executive session or not) can review the minutes of an executive session without a court order. A Board member wishing to review an agenda of an executive session should contact the Secretary of the Board to submit the official request for a date, time, and place for review of the minutes. Minutes are to be sealed, kept confidential, and stored in a locked place.

3. Individual Trustee Authority

- All Board committees shall be formed and operated under the terms of Board Policies BDB(LEGAL), BDB(LOCAL).
- Trustees, as individuals, shall not exercise authority over the district, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual Trustee may commit the Board on any issue. BBE(LEGAL), BBE(LOCAL)
- Individual Trustees shall not direct or require district employees to prepare reports derived from an analysis of information in existing district records or to create a new record compiled from information in existing district records. Directives to the Superintendent or custodian of records regarding the preparation or reports shall be by Board action. BBE(LOCAL)
- An individual Trustee, acting in his/her official capacity, shall have the right to seek information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. However, the Superintendent may refuse to respond to requests that, in the Superintendent's opinion, would require a material amount of staff time or resources or would be disruptive or unreasonable. In such cases, the Superintendent will redirect the request to the full Board for authorization. BBE(LEGAL), BBE(LOCAL)

- Individual Trustees shall not have access to confidential student records unless the Trustee is acting in his/her official capacity and has a legitimate educational interest in the records in accordance with district policies. FL(LEGAL), FL(LOCAL), BBE(LOCAL)
- Individual Trustees shall seek access to records or request copies of records from the Superintendent or other designee. When a designee other than the Superintendent provides access to records or copies of records to individual Trustees, the designee shall notify the Superintendent of the records provided. Individual Trustees shall not issue formal written or oral requests for information directly to campus principals or other administrators. BBE(LOCAL)
- Relevant information requests made by Trustees will be copied via e-mail or added to the Clear Communication Matrix (CCM) to all Trustees for their knowledge. Trustees will not conduct deliberation regarding requests for information outside of a lawfully called Board meeting.
- If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, the Trustee should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance. He or she shall refer the individual to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy [See(LOCAL) policies DGBA, FNG, and GF] When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda. BBE(LOCAL)
- An individual Trustee should be mindful to "stay in your lane" with regard to administrative decisions of the Superintendent and members of his/her leadership, campus, and departmental teams.
- All inquiries by the media to individual Trustees should be referred to the Superintendent.
- In the event that the Board is needed to address the media, the Board President shall act as the designated person.
- Individual Trustees are discouraged from responding to media inquiries; however, in the event he/she elects to do so, Trustees are encouraged to speak to the Board President and/or the Superintendent prior to speaking to the media. The individual Trustee is to qualify his/her statements as being the opinion of the individual Board member and not representative of the Board as a whole or the school district.
- An incumbent Trustee who is involved in campaigning for his/her position may freely respond to media inquiries normally addressed to candidates.
- Individual Trustees may endorse a candidate for election for any state, national, or local election as a Board member, so long as the Trustee does not use any district resource or official image to support the endorsement.

4. Committees

- The volume and complexity of matters coming before the Board may require the use of standing committees to investigate, study, and report to the Board. Therefore, the President may appoint committees as necessary to fulfill specific assignments. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative. The Superintendent or designee shall be an ex officio member of all Board committees but may not make motions or vote. BDB(LEGAL), BDB(LOCAL)
- Standing committees of the Board and their members may be recommended by the President and voted on by the Board. Any vacancy on a committee shall be filled by Board President by appointment. BDB(LOCAL)
- Standing committees will comply with the Texas Open Meetings Act. Standing committees include the Board Naming Committee, the Superintendent Goals/Evaluation Committee, and the Board Operating Procedures Committee.
- Special committees shall be constituted from time to time as directed by the President to perform such duties as the President may direct. The members of special committees shall be designated by the President. Special committees shall report their findings to the Board and shall be dissolved upon the Board's acceptance of the report.
- Any Board committee meeting attended by a quorum of the Board's members, whether each Board member is a member of the committee or not, is subject to the Texas Open Meetings Act, including its posting requirements and penalties for violations of the Act. No Board member shall attend a committee meeting if that member's attendance would cause there to be a quorum in violation of the Act.
- From time to time, the Board President and Superintendent may appoint one or more members of the Board to participate as member(s) of district-level and community committees.

5. Transitions in the Board

Board Member Replacement

- A departing Board member shall give written notice of impending resignation and deliver it to the Board President. BBC(LEGAL)
- If a Board member submits a resignation, whether effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the Board or on the eighth day after the date of its receipt by the Board, whichever is earlier. BBC(LEGAL)
- A vacancy among members of the Board may be filled by appointment by a majority of the Board until a regularly scheduled election or by special election. The vacancy may remain unfilled if less than a year remains in the term. However, if more than one year

remains in the term, the vacancy shall be filled no later than the 180th day after the vacancy occurs. BBC(LEGAL)

Board Member Officer Elections and Roles

- The officers of the Board shall be a President, a Vice-President, and a Secretary who shall be members of the Board. The Board may assign a district employee to provide clerical assistance (School Board Services Assistant) to the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers may succeed themselves in office. Each Officer shall perform any legal duties of the office and other duties, as required by the Board. BDAA(LOCAL)
- At the first eligible public meeting of the Board after the scheduled trustee election, officers shall be established by the Board. The officer positions are put to a vote. An individual board member may, by simple announcement, remove himself/herself from consideration for any or all offices of the Board. BDAA(LEGAL)
- A vacancy among officers of the Board shall be filled by majority action of the Board. BDAA(LOCAL)
- The Board President shall preside at all Board meetings, appoint Board members to both committee participation and chairmanships, call special meetings, sign all legal documents required by law, and have the right to discuss, make motions, and vote on all matters coming before the Board. The Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board may elect to appoint a different spokesperson for the Board. BDAA(LOCAL)
- The Board Vice-President shall 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, automatically become President of the Board if a vacancy in that office occurs, and serve in this role until the Board reorganizes. BDAA(LOCAL)
- The Board Secretary keeps or causes to be kept an accurate record of the proceedings of each Board meeting; ensures that notices of Board meetings are posted and sent as required by law; in the absence of the President and the Vice-President, calls the meeting to order and acts as Presiding Officer; and signs or countersigns documents as directed by action of the Board. BDAA(LOCAL)

6. Board Training Requirements

- The Board must meet minimum annual requirements for training for the time period from May to the following May.
- For new Board members, the training requirements include:
 1. One-two hours Post-Legislative Update to Texas Education Code (if a legislative year)
 2. First 90 Days
 - Open Meetings Act (OMA) 1-2 hours
 - Public Information Act (PIA) 1-2 hours
 3. First 120 Days
 - Local District Orientation 3 hours
 - Orientation to the Texas Education Code 3 hours
 - Evaluating and Improving Student Outcomes 3 hours
 - Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour
 - School Safety 2 hours
 - Parental Rights Training 5 hours (provided by TEA Learn)
 4. Within First Year
 - Cybersecurity and Artificial Intelligence 1 hour (varies by provider)
 - Team Building 3 hours
 - Additional Required Training 10 hours (based on Framework for School Board Development)
- For experienced Board members, the training requirements include:
 1. Annual
 - Cybersecurity and Artificial Intelligence 1 hour (varies by provider)
 - Team Building 3 hours
 - Additional Required Training 5 hours (based on Framework for School Board Development)
 - Parental Rights Training 3 hours (provided by TEA Learn)
 2. Biennial (every other year)
 - Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour
 - Update to the Texas Education Code 1-2 hours after each legislative session
 - Evaluation and Improving Student Outcomes 3 hours
 - School Safety 2 hours

- The Texas Education Code requires the President of the Board to announce at the board meeting prior to the May elections a report on the training board members have received to date and whether or not they have met the required training. BBD(LEGAL)
- In addition to required training activities, Trustees are encouraged to participate in the Texas Association of School Boards (TASB) and attend the TASB txEDCON event as well as other relevant conventions, conferences, or clinics.
- New Board members should be encouraged to attend as much training as possible during their first year of service. Local district orientation will be scheduled to take place within 120 days of the date a new Board member takes the oath of office. Additional administrative staff members may also be included to present specific information about the district. BBD(LEGAL)
- The Board President shall assign each new Board member an experienced Board member as a mentor.

7. Travel Reimbursement

- Reimbursement to Trustees for reasonable travel expenses for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the district when attendance is authorized and deemed by the Board to be necessary in the conduct of public schools. BBG(LOCAL), BBG(LEGAL)
- The district may not pay the travel expenses of spouses or other persons who have no responsibilities or duties to perform for the Board when they accompany a Trustee to Board-related activities. BBG(LEGAL)
- In the event that a Trustee received a travel advance for which a balance is due to the district, the repayment shall take place within 30 days of the end of the travel.

8. Evaluation of the Superintendent

- The Board shall review the Superintendent's performance annually or at more frequent intervals. BJCD(LOCAL)
- The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description and performance goals and shall be adopted by the Board. BJCD(LOCAL), BJA(LOCAL)
- The Board shall prepare a written summative evaluation of the Superintendent in January and a formative evaluation in July, and at any time conduct and communicate oral evaluations to augment its written evaluations.

- The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed session.
BJCD(LOCAL)

9. Communications

- With respect to providing information and counsel to the Board, the Superintendent shall give the Board as much information as necessary to allow Trustees to be adequately informed. The Superintendent or designee will communicate information in a timely fashion to all Trustees.
- The Superintendent will communicate with each Trustee by weekly written board updates that may include district events, progress reports on Board goals and directives, follow-up reports in answer to a Trustee's question, and updates on administrative matters or district operations.
- The Superintendent shall meet with the Board President as needed to inform him/her of district issues that may need to come before the Board for information or action.
- The Board President may direct the Superintendent to distribute information or copies of documents to each Trustee. E-mail is the preferred method of distribution.
- Trustees may communicate with other Trustees for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- Trustees may not communicate with other Trustees for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.
- Trustees who wish to share information relevant to district business or issues scheduled to come before the Board will relay the information to the Board President for placement on a future agenda or to the Superintendent for distribution to all Trustees in the weekly update.
- Trustees will provide information and counsel to the Superintendent with as much information as necessary to keep the Superintendent adequately informed.
- The Board's official communication to the operational organization is the Superintendent. However, to facilitate communication, the Superintendent may designate other senior staff members as Board contacts: Deputy Superintendent, Chief Financial Officer, Executive Director of Operations, Executive Director of Human Resources, Executive Director of Communications, Director of Communications, Executive Director of Elementary Services, Executive Director of Secondary Services, School Board Services Assistant, Executive Assistant to the Superintendent, Executive Director of Athletics, Director of Fine Arts, and Executive Director of Special Services.

- Correspondence related to formal complaints or grievances will not be forwarded to Trustees so that they may maintain their objectivity pertaining to matters that may require Board action in the future.
- Individual Trustees may communicate with members of the community as they deem appropriate. While the Board strives to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence.
- Letters and emails addressed to individual Trustees and received in the Superintendent's office are distributed to the Trustees in their Board meeting folder. If an item is urgent or time sensitive, the Trustee is contacted by email, phone call, or text before the Board meeting.
- Citizens may contact the Trustees by email at each individual Trustee's email address as provided on the EMS ISD website.
- If the Board President responds to an inquiry to the Board in writing, all Board members who received the original inquiry shall receive a copy of the response. In addition, if any other Board member responds to an inquiry, all Board members who received the original inquiry shall receive a copy of the response, if known.
- The Board encourages input, and the confidentiality of individuals will be maintained to the fullest extent possible. Anonymous calls or letters will not receive a response and will not result in directives to the administration, unless it rises to the level of required reportability.

10. School Visit and Activity Guidelines

- Trustees are encouraged, but not required, to attend school events and functions as representatives of the Board as their individual schedules allow.
- Trustees may visit campuses but must ensure that the visits do not impede the delivery of instruction in the classroom.
- Trustees should honor the campus rules regarding all visitors such as signing in at the office and wearing the proper district credentials.
- Trustees, in their roles as Board members, should notify the school and administration in advance of the date and time of an official visit, except during Public Schools Week.
- Trustees should remember the chain of command for complaints, concerns, and requests.
- Trustees should not make commitments that a Board member does not have the authority to fulfill.
- Trustees should make positive observations about the campus and express any concerns privately to the Superintendent.
- Electioneering on district campuses, with the exception of designated electioneering locations, is specifically prohibited. The Board may not use state or local funds or other

resources, such as facilities or technology, of the district to electioneer for or against any candidate, measure, or political party.

- All Trustees are strongly encouraged to visit their assigned campuses at least once per semester and be willing to participate in at least one school event each year. These campuses are assigned on an annual basis to facilitate opportunities for Board members to be engaged in campus-based activities and to demonstrate the Board's support for all district campuses.
- Trustees, when acting in their roles as parents of school children, are to be treated as non-Board members and retain the rights of other parents of school children attending in this district.

11. Board Sanctions

- In the event of inappropriate behavior by a Board member, the Board may choose to discuss with the Board member in executive session the inappropriate behavior of the named Board member and the expected behavior.
- The Board may also choose to censure or sanction the Board member publicly. The Board must do this in open session by a statement of the alleged inappropriate behavior of the named Board member, the desired behavior, and a statement of agreement by a majority of the Board members that the behavior is inappropriate. A majority vote of the Board is required to censure a Board member.
- In addition to public censure, the Board may choose to withhold financial resources from the offending Board member by a majority vote of the Board. Examples might be disallowance of reimbursement for attendance at conventions, seminars, or other district travel plans.
- Under extreme conditions, the Board may agree to ask the offending Board member to resign by a majority vote of the Board.

12. Other Provisions

- Board members, past and present, may appear at graduation to present diplomas to graduating seniors. Such present or past Board member shall notify the Superintendent of his/her intention to present diplomas.
- Diplomas for graduating seniors may be customized to include the signature of a sitting Board member. If a Board member desires to sign a diploma, such Board member shall notify the Superintendent of his/her desire to do so.

Code of Ethics

As a member of the Board, I shall promote the best interest 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 the district resources.
- I will make no personal promise to take private action that may compromise my performance or 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 avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

STUDENT-CENTERED FOCUS

- I will be guided continually by what is best for all students of the district.