



SONORA ISD
BOARD OF TRUSTEES

**STANDARD OPERATING
PROCEDURES**

Adopted September 19, 2022

I. BOARD MEETING AGENDA

- A.** Board members will be advised by the superintendent as to complex agenda items and the administration's recommendations. Members should read the agenda and materials in advance of the meeting.
- B.** Use of Agenda (All school board meetings are meetings held in public but are not public meetings. This means that the public's business is done in public but the public may participate only as allowed by law and policy. All governmental bodies must have agendas to drive their meetings.) Requests for items to be placed on the agenda must be submitted to the president prior to posting the agenda.
 - 1. Routine items
 - 2. Annual renewals of ESC Region 15 and TEA items
 - 3. Budget amendments
 - 4. Business Manager's Report and financial information
 - 5. Minutes of regular and special board meetings
 - 6. Personnel items
 - 7. Invocation
 - 8. Reports from principals, maintenance, technology, and special programs director
 - 9. The board may consolidate items on the agenda or may take agenda items in a different order than posted to expedite the board meeting and/or for people in attendance at the board meeting.
 - 10. There is a Comments from Visitors item on each monthly regular school board meeting agenda and it may be included on any special school board meeting agendas. A Comments from Visitors agenda item will not be on emergency board meeting agendas nor on work session board meeting agendas.
 - 11. Each agenda will include a superintendent's report agenda item.

II. BOARD MEETINGS

A. 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.
- 3. At the conclusion of the hearing or at a subsequent meeting the board will determine the results of the hearing by being the triers of the facts.
- 4. Rules for the hearing will be strictly adhered to:
 - a. The board will limit response to 5 minutes per testifier (or as assigned/modified by board president, as allowed by Board Policy).
 - b. Testimony is to be presented orally or in writing, as detailed in Board Policy.
 - c. The board will not allow duplicate testimony.
 - d. The board will not allow derogatory comments.
 - e. Board members will not ask questions since they are acting as a tribunal.
- 5. Hearings held in executive session follow the same procedures, but public audience is prohibited.

- B.** The board shall be guided by parliamentary procedure as detailed in Robert’s Rules of Order or as spelled out in Board Policy.
 - 1. All discussion shall relate to the business currently under deliberation, and represent the values of the district.
 - 2. The board president shall halt inappropriate discussion.
 - 3. On any item on the agenda, all board members should feel free to join the discussion without fear of being ostracized. Members are encouraged to vote their heart but at the end of the vote the board will work to represent as one voice.
 - 4. The board president shall:
 - a. Recognize members prior to them giving their comments.
 - b. Be responsible for asking clarifying questions during hearings.
 - 5. Unless time is of the essence, the board does not present new issues of a complex nature for immediate action.
- C.** Town Meetings/Open Forums
 - 1. Procedures for town meetings/open forum shall be determined on a case-by-case basis.
 - 2. The board president, superintendent or designee shall lead discussions.
- D.** Closed Session – all items and discussions during closed sessions are confidential.

III. EMPLOYEE OR CITIZEN COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A.** When a person complains to a board member regarding school personnel, a student, or an administrative issue:
 - 1. Redirect the employee, citizen, or student through the system to seek administrative remedy by beginning with the teacher, coach, or sponsor.
 - 2. Remind the employee, citizen or student of due process and that the board member must remain impartial in case the situation goes before the board. This is not a copout, but must be done.
- B.** Refer employee, citizen, or student to appropriate person in the chain of command.
ANY PERSON WHO HAS A COMPLAINT MUST GO THROUGH CHAIN OF COMMAND.
- C.** A board member shall advise the superintendent of a substantive or significant complaint within 72 hours through written communication.

IV. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A.** Board members are encouraged to attend any school event as their time permits and to support activities knowing that everything that you say and do is noticed. As a board member you are labeled and must be careful of your actions and what is said.
- B.** Board members are not to go into teacher’s classrooms or campuses for the purpose of investigation or evaluation.

- C. Board members shall contact the appropriate administrator prior to their visits, when not attending a scheduled activity.
- D. Board members are given district passes which encourages them to attend all athletic events both at home and away as their time permits to support those activities.

V. COMMUNICATIONS

- A. The board president will meet with the superintendent on a routine basis to discuss issues of the district as their time permits.
- B. Board member requests for information from the superintendent 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.
- E. The superintendent will communicate via email with board members on non-emergency issues.

VI. EVALUATION OF THE SUPERINTENDENT

- A. The summative evaluation will be conducted annually.
- B. The Board President obtains input from all other members on the approved indicators which are based on state law, local Board Policy, accountability, and the superintendent's job description. Superintendent goals are set in advance. The board will evaluate the superintendent goals the month prior to contract renewal.
- C. The evaluation will be conducted by consensus in executive session.
- D. The superintendent's contract will generally be considered in February.

VII. EVALUATION OF THE BOARD

- A. Routine assessment of the status of the board/superintendent team will generally be conducted in October.
- B. Board goals-the board shall adopt goals for itself, that are distinct from district goals. These goals can be reviewed at the same time of the review of Board Operating Procedures.

- C. Team building-board members are encouraged to share biographical information to build sense of community and purpose as well as find common interests outside of the board room. This allows for a strong team of eight working together for all students of Sonora ISD.
- D. Evaluation is conducted in executive session on a schedule determined by the board.
 - 1. Are we following our Duties/Responsibilities?
 - 2. Are we following our operating procedures?
 - 3. Is the team of eight functioning?
 - 4. Were goals effective?

VIII. ANONYMOUS PHONE CALLS/LETTERS

- A. The Sonora Independent School District Board of Trustees encourages input; however, anonymous phone calls or letters will not receive the board's attention, discussion, or response and will not be referred to the administration. No discussion should be based on rumor or word of mouth information.

IX. PETITIONS

- A. The Sonora Independent School District Board of Trustees encourages input; however, petitions will not receive the board's attention, discussion, or response, and will not be referred to the administration.

X. REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed and updated as needed. New board members will be assigned a mentor to guide them through the Operating Procedures.
- B. Board members shall be familiar with the Operating Procedures and updates.

XI. BOARD ASSISTANCE

- A. When needed, the board will request outside help from entities that can assist the district. Such assistance may come from TASB, TASA, TASBO, TEA, ESC 15, legal counsel, and other outside consultants.
- B. The board has the right to form ad hoc committees or task forces that may include staff, community, board members, and consultants to assist with the gathering of ideas and guidance.