

# SINTON INDEPENDENT SCHOOL DISTRICT



## **School Board Operating Procedures**

**2021-2022**

**Sinton Independent School District  
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Sinton, Texas 78387**

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### Administration

Michael Chad Jones..... Superintendent  
Dana Allen ..... Asst. Supt. for Curriculum/Support Services  
Melissa Villarreal ..... Asst. Supt. for Business  
Gina Guajardo ..... Federal/Special Programs Dir.  
Michael Elbert..... Special Ed. Dir.

### Board of Trustees

Carol Reagan ..... President  
Jimmie Alaniz ..... Vice President  
Danny Lorberau ..... Secretary  
Robin Brown..... Member  
Israel Ethan Garza ..... Member  
Patrick W. Houser..... Member  
Sam P. Lankford ..... Member

*It is the policy of Sinton Independent School District not to discriminate on basis of race, color, national origin, sex, handicap or age.*

# **Board Operating Procedures**

## **Sinton Independent School District**

In effective school systems, the Superintendent and the Board function as a “Team of Eight.” A structured approach to developing a vision for the district and setting goals is enhanced by first 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 Sinton ISD Board of Trustees and Superintendent function as a “Team of Eight” to provide open communication to the staff and patrons of the district.

The Sinton ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the district.

### **I. Developing Board Meeting Agenda**

#### **A. Placing items on agenda**

1. The tentative agenda is created by the administration and presented to the Board President one week before the regular Board meeting.
2. Board members must request through the Board President in advance any item they wish to have considered for placement on the agenda.
3. The Board President shall place an item on the agenda if the item is requested by a Board Member.
4. In accordance with the Texas Open Meeting Law, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Code.

#### **B. Items for Executive Session**

1. All personnel issues must be conducted in an executive session, unless specifically required by Texas Open Meeting Law.
2. Anything that violates the right to privacy, i.e., Texas Open Records Act, cannot be placed on the agenda and/or discussed in open session.
3. Other matters excepted by Sub-Chapter D of the Open Meetings Act that will have a detrimental effect on the position of the District, i.e., attorney – client privilege.

II. **Member Conduct During Board Meetings** (Four members present constitutes a quorum for a meeting.)

A. Citizen addressing the Board

1. At Regular Board Meetings a citizen may address the Board on an agenda or non-agenda item by completing the form located inside the Board room and giving the form to the presiding officer or designee before the meeting begins. At all other meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. Each speaker is limited to five minutes.
2. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments in accordance with Board Policy BED(LOCAL).
3. The Board President may request the Superintendent to respond to concerns of citizens at the meeting.

B. Board response to citizens addressing the Board

1. The Board President, when necessary, may direct the Superintendent to investigate item(s) and report back to the Board through transmittal or at a designated meeting.
2. The Board President shall recognize Board members prior to any member asking clarifying questions or making statements to the Board.

C. Discussion of individual employees or students by the Board or audience

1. The Board shall not allow discussions of any employee or students in public session.

D. Hearing and public hearings

1. During public hearings, the Board is assembled only to gather information.
2. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
3. Rules for the public hearing will be strictly adhered to:
  - a. Board will limit response to five minutes per testifier.
  - b. Board will accept written (signed) or oral testimony.
  - c. Board will not allow duplicate testimony.

- d. Board will not allow any derogatory comments.
- E. Board shall observe the parliamentary procedures in *Robert's Rules of Order*, revised.
  - 1. All discussion shall be directed solely to the business currently under deliberation.
  - 2. 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.
  - 3. The Board President has the right to recognize a Board member prior to giving their comments.

### **III. Voting**

- A. The Board President will vote on all action items.
- B. In case of a tie vote, the item is tabled. The President may bring the item back to the Board on a subsequent agenda.

### **IV. Individual Board Member Request for Information or Reports**

- A. Board members shall request information and/or reports through the Board President to the Superintendent.
- B. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the Board.
- C. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting.

### **V. Citizen Request/Complaint to Individual Board Member**

- A. The Board member should hear the full complaint for understanding of persons involved, date, time, and place.
  - 1. Repeat problem back to citizen.
  - 2. Issue chain of command to citizen.
  - 3. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the board.
- B. Refer citizen to appropriate person in the chain command.

- C. The administrators shall communicate with the citizen in a timely manner and follow-up with the Board.

#### **VI. Employee Request/Complaint to Individual Board Member**

- A. The Board members will hear employee's problem for full understanding.
  - 1. Repeat problem back to employee.
  - 2. Issue chain of command to employee.
  - 3. Remind employee of the due process procedure and remain impartial.
- B. Refer employee to appropriate person in the chain of command.
- C. Board member must talk with Superintendent within 24 hours relaying communication.
- D. The employee will hear from the Superintendent within a timely fashion unless the employee requests no contact from the Superintendent.

#### **VII. Board Member Visit to School Campus**

- A. Board members are encouraged/expected to attend PTA and other special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
- C. Board members must notify principal of visits to campuses when they are not attending a scheduled activity.

#### **VIII. Communications**

- A. Superintendent will meet with the Board President on a routine basis.
- B. Superintendent will communicate with all Board members as items arise.
- C. Superintendent will communicate information in a timely fashion to all Board members.

- D. Requests to Superintendent from Board President will be distributed to all Board members.
- E. Board will keep Superintendent informed via telephone calls, faxes, e-mail or personal visits.
- F. Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- G. Individual Board members cannot speak in an official capacity outside the Board room.

**IX. Evaluation of Superintendent**

- A. Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation.
- B. An evaluation is conducted in executive session.
- C. Summative evaluation of the Superintendent will be conducted in January of each year.

**X. Evaluation of the Board**

- A. Evaluation of the Board is an assessment of the completion of goals established by the Board and working relationship with the Superintendent.
- B. The evaluation of the Superintendent is an indication of the success the Board is having in meeting established goals.

**XI. 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 or officer can direct employees in regard to performance of duties.
- C. The Board President shall:
  - 1. Preside at all Board meetings.
  - 2. Appoint committees.
  - 3. Call special meetings.
  - 4. Sign all documents required by law.

- D. The Vice President shall act in capacity of President in the absence of President.
- E. The Secretary shall:
  - 1. Keep accurate record of executive session Board meetings.
  - 2. Call meetings and act in the capacity of the President, in the absence of the President and Vice-President
  - 3. Countersign all warrants.

## **XII. Role of Board in Executive Session**

- A. Board can only discuss those items allowed by law in executive session.
- B. Board must vote in public session.
- C. Discussion during executive session must remain confidential.

## **XIII. Media Inquiries to the Board**

- A. The Board President or Superintendent shall be the official spokesperson for the Board to the media/press on issues of media attention.
- B. All Board members who receive calls from the media should direct them to the Board President or Superintendent.

## **XIV. Anonymous Phone Calls and/or Letters**

The Sinton ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

## **XV. Reviewing Board Operating Procedures**

Standard Board Operating Procedures will be reviewed and updated in June of each year and will be part of Board training. These procedures may be modified at anytime by a 2/3 vote of the Board. Interpretation of Board Operating Procedures will be at the sole discretion of the Board.