

**Lancaster Independent School District  
Board of Trustees**



**2011-2012**

**Code of Conduct & Standard Operating Procedures**

Effective August 2011

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## LANCASTER INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

### CODE OF CONDUCT & STANDARD OPERATING PROCEDURES

(Adopted: August 2011)

The purpose of the Lancaster ISD's *Board of Trustees Code of Conduct and Standard Operating Procedures* is to provide information that will help with questions and pave the way for successful school board meetings. Not all district policies and procedures are included. Those that are included have been summarized. The *Board of Trustees Code of Conduct and Standard Operating Procedures* is not a substitute for the official district policy manual. It is a guide to and a brief explanation of district policies and procedures related to the Board of Trustees Standard Operating Procedures. These policies are not intended to replace or act as a substitute for state law, administrative rule or adopted Lancaster ISD Board policy. In the event that it is determined that any provision is inconsistent with a provision of state law, state or federal administrative rule or adopted Lancaster ISD Board Policy, this manual shall be interpreted to the extent possible to harmonize the provisions. In the event that they cannot be harmonized, provisions contained in state law, state or federal administrative rule or adopted Lancaster ISD Board Policy shall control. These policies and procedures can be changed at any time by the Board of Trustees. In the event of Board adopted amendments to these procedures, such changes shall supersede any handbook provisions that are not compatible with the change. For more information, please refer to the policy codes that are associated with specific topics. The Texas Association of School Board Policy manual is located under the sub-heading "School Board" on the Lancaster ISD web site at [www.lancasterisd.org](http://www.lancasterisd.org).

#### **I. DEVELOPING THE BOARD MEETING AGENDA (BE LOCAL)**

##### **A. Types of Agendas**

1. Regular
2. Special
3. Emergency

##### **B. Placement of Items on the Regular Meeting Agenda (BE LOCAL)**

1. Proposed agendas are drafted by the administration and presented to the Board President for finalization.
2. Any member of the Board may request in writing that a subject be included on the agenda. Such requests must be submitted to the Superintendent not later than 4 P.M. of the calendar day that is six calendar days prior to the date of the regular Board meeting. Items submitted by Board members after the deadline shall be considered at the next available meeting.

3. The Superintendent shall submit to the President all Trustee- requested items that have been submitted by noon of the 6th calendar day before the regular meetings. Submitted items shall be reviewed for addition to the agenda with the concurrence of the President. If two (2) Board members make a timely written request for putting an item on the agenda, then the Board President may not fail to include the item without the consent of the requesting Board members.
4. Any item added to the agenda after the original posting must be done so in accordance with the Texas Open Government Act.
5. Trustees receive the agenda of regular meetings along with all supporting documentation and reports four (4) calendar days prior to the meeting date, either in electronic or printed form.

**C. Placement of Items on the Special Meeting Agenda (BE LOCAL)**

1. Proposed agendas are drafted by the administration and presented to the Board President for finalization.
2. Special Meetings called for a specific purpose may be called by the Board President, and shall be called upon written request by two (2) Trustees.
3. The deadline for submitting items to the Superintendent for the Special Board Meeting agenda is 4:00P.M. of the 6th calendar day before the proposed meeting.
4. Special Meetings must be posted in accordance with state laws.
5. Agendas along with supporting documents and reports are made available to the Board four (4) calendar days prior to the meeting date by electronic or printed form.

**D. Placement of Items on the Emergency Meeting Agenda**

1. Emergency meetings may be called by the President or by two (2) Trustees or by the Superintendent when an emergency or urgent public necessity exists, as defined by the Texas Open Government Act.
2. Meeting may be called with a two hour posted notice and agenda.
3. Agendas may not be presented to the Trustees until the meeting takes place due to the short notice of an emergency.

**E. Items for a Closed Sessions (BEC LEGAL)**

1. Closed Sessions shall be conducted in accordance with Texas Open Government Act and Texas Public Information Act.

2. The Board can only discuss those items listed on the closed agenda and as limited by the Texas Open Government Act.

**Texas Government Code Chapter 551**

551.071	Private consultation with the Board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.076	Considering the deployment, specific occasions for, or implementation of, security devices.
551.082	Considering discipline of a public school child, or complaint or charge against employee by another employee.
551.0821	Discussion when personally identifiable information about public school student protected by law would be disclosed.
551.083	Considering the standards, guidelines, terms, or conditions the Board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
551.084	Excluding witnesses from a hearing.

**F. Consent Agenda Action Items**

1. The Board President in his or her discretion may group routine items on the agenda for possible group action as part of a posted consent agenda, provided the consent agenda specifically and individually lists each such item for Board approval, and provided supportive documentation for those items is included as part of the Board materials.
2. At the Board meeting, on request by any Trustee, the President shall remove any item from the consent agenda and shall require a separate vote for such item.
3. Consent Agenda items may include:
  - a. All routine items
  - b. Annual renewals of Region 10 Shared Services Agreements and routine Texas Education Agency matters.
  - c. Budget amendments under \$10,000.
  - d. Tax refunds under \$10,000
  - e. Gifts, donations and bequests.
  - f. Minutes of regular and called Board meetings.
  - g. Routine personnel items, not requiring Board hearings.
  - h. Routine bid considerations

## **G. Board Member Preparation for Regular Meetings**

1. Administration will ensure that all information needed for informed decision making is supplied to each Trustee in an agenda packet at least four (4) calendar days prior to the meeting date. The agenda and supporting documents will be provided in electronic or printed form.
2. Each Trustee will prepare to address the agenda by reading Agenda packet materials in advance of the meeting.
3. Each Trustee should submit any agenda-related questions or requests for additional information to the Superintendent as soon as possible after receiving the agenda and supporting documents. The Superintendent will provide the questions, requests, and copies of all responses, to all Trustees, if possible prior to the meeting, or at the meeting if necessary.

## **II. CONDUCTING BOARD MEETINGS**

### **A. Quorum (BE LOCAL)**

Anytime four or more Trustees are gathered to discuss school district business, it is considered a meeting. It is not considered a meeting when Trustees attend social gatherings, district events or conferences. Four or more Trustees are not allowed to discuss school business items at social events, district events or conferences. A posting for these events is not required.

### **B. Public Participation at Board Meetings (BED LOCAL)**

1. At each meeting at which a public comment portion is posted, the Board President will specify the operational conditions of the public comment portion of the meeting.
2. Any person, including employees, may address the Board during the Citizens Communications public comments portion at any regular monthly Board meeting at the time designated by the Board, and stated on the agenda.
3. A person who wishes to must sign up using the appropriate form provided by the District prior to the beginning of the regular meeting. The topic described on the form shall be complete and in sufficient details as to determine appropriateness of the topic prior to addressing the Board.
4. Public comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints concerning employees or officials of the District. Such matters shall be resolved under the District's grievance policy set forth at DGBA (Local), FNG (Local), or GF (Local). Speakers may not use any individual's name when addressing the Board if the speaker is presenting a complaint regarding that person. Upon determination by the Board President (or presiding

officer) that the subject of the speaker's comments is a matter that is subject to DGBA (Local), FNG (Local), or GK (Local), and determines that the speaker has not attempted to resolve the matter through the resolution procedure provided, the speaker will be referred to the appropriate resolution procedures,

5. If the speaker fails to follow the identified rules, the Board President (or presiding officer) may rule them out of order and terminate their comments.
6. Each speaker will be limited to three minutes unless the time is otherwise increased or decreased prior to the beginning of the communications portion of the agenda, with the total time allocation for the public comments period limited to thirty minutes (unless time is increased or decreased by majority vote of the Board).
7. Delegations of more than five persons wishing to address the Board on the same topic, shall appoint a designated spokesperson to address the Board on their behalf.

**C. Response to Public Comments (BED LEGAL and BED LOCAL)**

1. Trustees will listen attentively to comments.
2. At the meeting, the Board President may ask the Superintendent to provide specific factual information or state existing policy.
3. In response to public comments, the President may do the following:
  - a. Refer the speaker to applicable Board policy.
  - b. Place the item on a future Board agenda for discussion if not listed on the current Board agenda.
  - c. Direct the Superintendent to investigate issues brought forward by the public and report to the Board at a later time.
  - d. Direct the Trustees not to respond or enter into discussion with the audience during the meeting since:
    - i. items on the agenda will be discussed as appropriate and scheduled on the agenda; and
    - ii. rules do not allow the discussion of items not on the agenda.

**D. Hearings will be conducted according to existing Board policies and Texas State laws.**

**E. Town Meetings**

1. Information meetings are conducted by Board President, Superintendent or designee to present information to stakeholders.

2. Public Forums will be conducted by Superintendent, Board President, or designee to solicit input from stakeholders.

**F. Discussion of Motions (BE LOCAL)**

1. The Board President has the responsibility to keep the Board discussion at Board meetings to the motion at hand, and shall halt discussion that does not apply to the item before the Board for consideration.
2. The Board President may make motions, second motions and enter into debate.
3. Any Trustee with privileged knowledge regarding a topic of discussion will consider himself to have a conflict of interest. In the event that a Trustee has a conflict of interest under this section or any other conflict of interest, the Trustee shall disclose the conflict, refrain from discussion and refrain from voting.

**G. Board Meeting Procedures (BE LOCAL)**

The Board shall be guided by parliamentary procedure as detailed in *Robert's Rules of Order, Revised* or spelled out in adopted Board policies. In the event of any conflict between *Robert's Rules of Order* and these procedures, these procedures shall take precedence.

1. All discussions shall relate to the business currently under deliberation.
2. The Board President shall do the following:
  - a. Recognize members prior to their giving comments.
  - b. Be responsible for asking clarifying questions during hearing.

**III. VOTING (BDAA LOCAL)**

- A. The Board President may vote on all action items.
- B. Except in a conflict of interest as defined by law or ethical conflict of interest, Trustees may vote on all action items.
- C. Trustees shall not call, email, and/or meet one another in order to poll or take a vote or determine the likely outcome of a vote prior to a meeting at which the matter is posted for Board consideration.
- D. Voting is not permitted while in an executive session.

**IV. EMPLOYEE OR CITIZEN COMPLAINT TO INDIVIDUAL TRUSTEES (DGBA LEGAL and DGBA LOCAL and BBE LOCAL)**

- A. When a person complains to a Trustee regarding school personnel or an operations or administrative issue, the Trustee will do the following:

1. Remind the person of his or her rights under the adopted Board policies.
2. Advise the complaining party that the Board member must remain impartial in case the situation goes before the Board.
3. Refer the employee or citizen to the Superintendent or his/her designee. The complaint must go through the chain of command established in adopted Board policy and regulations.

- B.** The Trustee should advise the Superintendent of any substantive or significant complaint in a timely manner. If appropriate, the Trustee may follow up with the Superintendent to be sure action was taken on the complaint.

**V. TRUSTEE'S VISIT TO SCHOOL CAMPUS (BBFA LEGAL and BBFA LOCAL)**

- A.** Trustees are encouraged to attend any and all school events as their time permits and to show support of school activities.
- B.** Trustees shall not go into teachers' classrooms or onto campuses for the purpose of investigation or evaluation.
- C.** Trustees shall make reasonable efforts to contact the Superintendent's Office or campus administrator prior to their visits, except when attending a scheduled school function or activity to which parents or members of the public are invited.

**VI. TRUSTEES AS PARENTS**

While a Trustee has no authority over staff members, it is often difficult for staff members to view the Trustee as a parent rather than as a Trustee. Trustees are encouraged to do the following:

- A.** When acting as parents, make it clear that they are acting as parents.
- B.** Neither request nor accept extraordinary consideration for their children.

**VII. COMMUNICATIONS**

- A.** The President of the Board shall meet with the Superintendent on a regular basis.
- B.** All Trustees are encouraged to communicate and attend scheduled monthly meetings with the Superintendent.
- C.** The Superintendent will communicate with Trustees via weekly electronic or printed Board information packets that will include information such as the following:
1. District Events;

2. Progress reports on Board goals and directives;
  3. Follow-up reports in answer to Trustee questions; and
  4. Information or reports requested by any Trustee.
- D.** The Superintendent will communicate to all Trustees any information requested by any Trustee, unless release of such information is unlawful.
- E.** The Board will internally communicate through public hearings, Board meetings, conferences and conventions, school publications and printed or electronic communications through the Superintendent's office.
- F.** Individual Trustees cannot speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board, except as set forth herein and in Board policy, without prior authorization of the Board.
- G.** The Superintendent will phone or email to all Trustees any urgent information that cannot wait until the weekly update.
- H.** The Superintendent will notify the Board when he is out of town and provide a district person's name and phone number for Trustees to contact, if needed
- I.** Trustees who wish to share information relevant to district business or issues before the Board should relay the information to the Board President or Superintendent for distribution to all Trustees in the weekly Board information packets.
- J.** Letters addressed to the Board or a Trustee from the community will be forwarded to the President or the Superintendent for inclusion in the weekly Board information Packet.
- K.** Electronic Communication/Public Information Act: All Trustees need to be aware and become knowledgeable regarding the use of electronic communication, whether it be on a district computer or their personal computer/cell phone/or other hand-held electronic devices. This type of communication may be subject to the Public Information Act (i.e. *Dallas Morning News vs. The City of Dallas.*)

#### **VIII. BOARD/SUPERINTENDENT (BJCD LEGAL and BJCD LOCAL)**

- A.** Decisions or instructions of individual Board members, officers, or committees are not binding on the Superintendent except in rare instances when the Board has specifically authorized such exercise of authority.
- B.** In case board members request information not related to a meeting agenda,
1. The request should be made directly to the superintendent or other designated custodian of records.

2. The superintendent will determine if the information requested is available from existing sources or records or if it requires a special one-time-only report
  3. If the requested information can be provided from readily available data with little use of staff time, it will be provided as soon as is reasonable.
  4. In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requester and the board president.
  5. The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees that the requested information is important for its future decision-making
  6. If the board agrees that the information is important for future decision-making, the superintendent will direct that a report be developed and provided as requested by the board. All board members will receive a copy of any report generated by the board member's request in accordance with this procedure.
- C.** Dates of evaluation and goal setting maybe revised during the first year of a Superintendent's contract.
- D.** The Board President will obtain input from all other Trustees on the approved evaluation indicators.
- E.** Evaluation of the Superintendent is held in closed session.

**IX. Board/Other Staff Relationship/Accountability of the Superintendent**

- A. The board will never give instructions to any employee other the superintendent except that requests may be made to the board secretary.
- B. Except as required by law, the Board will refrain from evaluating any staff other than the Superintendent. On all other personnel matters brought before it in compliance with the law, the Board will expect recommendations for actions from the Superintendent.

**X. Monitoring Superintendent Performance**

Superintendent's job performance will be monitored systematically and rigorously against the Board's specified expectation of the Superintendence – organizational accomplishment of the District's vision/goals and organizational operation within the stated operating parameters in the Strategic Plan and Board Policy.

The Board will review organizational accomplishment of the District's vision/goals and the performance goals of the Superintendent along with compliance with written goals in the Strategic Plan and Board Policy to assist in evaluating the

Superintendent's performance.

- A.** Monitoring will assess the degree to which Board policies are being carried out.
- B.** The Board may acquire monitoring data on the District's vision/goals and Board policies by one or more of the three models:
  - 1. By internal report, through which the Superintendent reports compliance information to the Board
  - 2. By external report, through which an external, disinterested third party selected by the Board assess compliance with Board policies.
  - 3. By direct Board inspection, through which the Board assess compliance with the appropriate policy criteria.
- C.** In every case, the standard for compliance shall be whether the Superintendent has made a reasonable interpretation of the Board policy being monitored. The Board will make the final determination as to whether a Superintendent interpretation is reasonable.
- D.** All policies that instruct the Superintendent will be monitored at a frequency and by a method chosen by the Board. (See BJCD Local)
- E.** The Board will conduct a formal summative evaluation of the Superintendent. The summative evaluation will be based upon data derived during the year from the Board's monitoring efforts. The Board will prepare a written composite evaluation document. The Superintendent will have the opportunity to review the document before the meeting with the Board in executive session. The Superintendent and the Board President will sign the report
- F.** The evaluation document may consist of:
  - 1. A summary of the data derived throughout the year from monitoring the organizational accomplishment toward the District's vision/goals and Board policies.
  - 2. Conclusions relative to whether the District's vision/goals have been achieved or whether reasonable progress has been made toward its achievement.
  - 3. Conclusion relative to whether the Superintendent has properly operated within the boundaries established by written Board policy.
  - 4. An improvement plan addressing any insufficient progress toward meeting the District vision/goals.
  - 5. An improvement plan addressing any deficiencies in operation within the boundaries of written Board Policy.

6. A summary of the Superintendent's strengths and weaknesses relative to both

All employment decisions regarding the Superintendent remain within the sole and continuing discretion of the Board

Nothing contained in this document shall supersede the responsibilities and/or duties of the Superintendent and Board as stated in the Superintendent's contract or under state law.

#### **XI. EVALUATION OF THE BOARD (AIB LEGAL BBD LOCAL)**

- A.** There will be a routine assessment of the status of the Board/ Superintendent team in the month of April.
- B.** Evaluation will be conducted in closed session and a schedule determined by the Board. The evaluation will focus on, but not be limited to, the following questions:
  1. Are we following the Code of Ethics?
  2. Are we following the Code of Conduct and Standard? Operating Procedures?
  3. Is the Team of Eight functioning efficiently and effectively?
  4. Are and/or were Board and District goals effective?
- C.** Vision and Board Goals shall be reviewed/established in August.

#### **XII. PROCESS FOR SELECTING BOARD OFFICERS (BDAA LEGAL and BDAA LOCAL)**

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

#### **XIII. ROLE AND AUTHORITY OF TRUSTEES AND/OR BOARD OFFICERS (AS SET DOWN BY STATE STATUTE) (BDAA LOCAL)**

- A.** President shall do the following:
  1. Preside at all board meetings.
  2. Appoint committees.
    - a. Standing Committees (Finance, Superintendent Evaluation, Code of Conduct & Standard Operating Procedures)
    - b. Other Committees as determined
    - c. Members will be appointed the meeting following the appointment of officers
  3. Call special meetings.
  4. Sign all legal documents required by law.

5. Represent the Board at all public and professional events.
  6. The President for the current school year will participate in the Graduation Ceremony by extending a greeting from the Board of Trustees; if the Board President differs, then the newly selected Board President will certify all graduates.
- B.** First Vice President shall act in the capacity of the President in the absence of the President.
- C.** Second Vice President shall do the following:
1. Act in the capacity of the President in the absence of the President and First Vice President.
  2. Act in the capacity of the Secretary in the absence of the Secretary.
- D.** Secretary shall do the following:
1. Insure that accurate records are kept.
  2. In the absence of the President, First Vice President and Second Vice President, the Secretary shall serve as President Pro-tempore.
- E.** Office Vacancy:
1. The First Vice President shall fill a vacancy in the Presidency until a new President can be elected at the next regular scheduled meeting of the Board of Trustees.
  2. A vacancy among officers of the Board other than the President shall be filled by a majority action by the Board at the next regular meeting.
- F.** No Trustee or officer has authority outside the Board meeting.
- G.** No Trustee can direct employees in regard to the performance of their duties.
- G.** Requests for legal advice or opinions from the District's Attorney shall be directed through the Board President or Superintendent except during Board Meetings. The Board President may consult the attorney for clarification of items before the Board and for legal opinions as needed. The approval of the Board is required for any items of length requiring expenses over \$1,000.
- I.** Former Board Trustees will be granted the right to present his or her child or grandchild with his/her diploma during the graduation ceremony upon the request to the Board President.

#### **XIV. ROLE OF BOARD IN CLOSED SESSION (BEC LEGAL)**

- 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.
- D.** The certified agenda form will be filled out by the secretary and be signed by both the presiding officer and secretary verifying it is correct.

**XV. MEDIA INQUIRIES TO THE BOARD (GBAA LEGAL and GBBA LOCAL)**

- 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 Trustees who receive calls from the media should direct them to the Board's spokesperson.
  - 2. The Trustee shall notify the Board President and the Superintendent of the call.
- B.** Any Trustee may respond to general inquiries

**XVI. ANONYMOUS PHONE CALLS/LETTERS (GF LOCAL and DIA LOCAL)**

- A.** The Lancaster ISD Board of Trustees encourages community input.
- B.** Anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration for action.

**XVII. REQUIRED TRUSTEE TRAINING (BBD LEGAL and BBD LOCAL)**

- A.** Trustees are required to complete training as specified in Texas Education Code 11.159 according local policy and assessed needs
- B.** New Trustees shall participate in a local orientation session within **sixty** (60) days before or after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within the first year of service.
- C.** New Trustees shall also complete ten (10) hours of continuing education during the first year of service.
- D.** Sitting Trustees shall receive three (3) hours of orientation to the Texas Education Code updates and relevant legal obligations and at least (5) hours of continuing education each year following the first year.
- E.** Training to fulfill training required by state law may be delivered by ESC's or other registered providers. At least 50% of the continuing education required for new and sitting Trustees must be designed and delivered by persons not employed or affiliated with the board member's local school district. No more than one hour of the required continuing education that is delivered by the local district may utilize self-instructional materials.

- F.** Each Trustee is free to select training sessions in order to meet the requirements of the Texas Education Code.
- G.** Each Trustee is allocated one-seventh (1/7) of the approved Board of Trustees Travel Budget. If any Trustee needs to change his/her travel plans after the District has confirmed arrangements, the additional financial costs will be deducted and reflected in the Trustee's allocated portion of the travel budget.
- H.** The Superintendent's executive assistant will prepare annual reports with training expenses for each Trustee. The report will include the total amount of training and expenses requested for each trustee of all expenses to date. The entire report will be delivered to all trustees in electronic or printed form.
- I.** The minutes of the last Board meeting held in a calendar year must reflect whether each Trustee has met or is delinquent in meeting the requirement for training required to be completed as of the date of the meeting. Each year training hours for each Trustee shall be reported, with a statement of which Trustees have completed required training, which have exceeded required training, and which are deficient in required training, at the regular February meeting which is the same meeting that calls for the Board election. Please note failure of one or more Trustees to comply with the training rules can affect a district's accreditation status. TASS evaluates training hours "each year" as March 1 through February 28, and therefore training should begin early in the year.
- J.** Any Trustee deficient in training is not eligible for a nomination to hold an office of the Board.
- K.** It is the Board's expectation that trustees attend at least 70% of the training offered that will benefit the district.

#### **XVIII. REIMBURSABLE EXPENSES (BBG LOCAL)**

- A.** A Trustee's reasonable expenses will be paid from budgeted funds for the following:
  - 1. Carrying out the business of the Board at Board request.
  - 2. Attending meetings and conventions as official representatives of the Board.
  - 3. Mileage, commercial transportation, parking, lodging, meals and other incidental expenses, incurred in attending meetings and conventions as official representatives of the Board.

4. Hotel expenses for meetings that are more than one day in duration and out of Region 10.

**B.** Trustees shall not be reimbursed for the following:

1. Expenses of non-Trustees who travel with Trustees.
2. Lodging expenses incurred for meetings within 100 mile radius of Lancaster ISD.
3. Alcoholic beverages.
4. Any incurred hotel expenses or sales tax in excess of budgeted amount.
5. Transportation, if District transportation is provided or if travel is within the 100 miles radius of Lancaster ISD. If a Trustee decides to use his or her own transportation for Board business, he or she will be responsible for all expenses incurred (i.e. gas, parking, tolls, airfare and any other possible related expenses.)

**C.** Any exception to this must be approved by a majority vote of the Board.

**D.** Trustees will fill out an expense report at the end of all travel and return it to the Superintendent's office within ten (10) business days of the event with all receipts attached. Failure to comply may limit future travel. Trustees will follow district financial policy for reports of all travel.

**E.** Trustees will be required to reimburse the school district for any unused funds within ten (10) business days after the district event.

**F.** Trustees will provide a written summary or handout reproduction of the most important information gained from the conference at the next regularly scheduled board meeting. Each board member will receive a copy of this report. Board members will be given an opportunity to share a verbal report at that meeting or later meeting as scheduled.

## **XIX. LEADERSHIP TASB**

**A.** All LISD Trustees are encouraged to apply for Leadership TASS.

**B.** Trustees must obtain the necessary form from the Texas Association of School Boards or online at [www.TASB.org](http://www.TASB.org) and do the following:

1. If accepted, request approval to attend from the Board as an agenda item at the August meeting; and
2. Request a scholarship to help with the additional cost for Board training.

- C. No additional Board training funds may be given for the first year or for a Trustee up for re-election. Any additional funds must be approved by the Board

## **XX. MEMBERSHIP DUES (BBD LOCAL)**

If the Lancaster ISD, Board of Trustee budget allows, all Lancaster Trustees shall be members of the following organizations:

1. Texas Association of School Boards (TASS); and
2. North Texas Area Association of School Boards (NTAASB); and
3. National School Board Association (NSBA).

## **XXI. CAMPAIGNING FOR ELECTION OR RE-ELECTION BBBB (LEGAL)**

- A. Trustees running for re-election shall not request or accept support from District employees during work time.
- B. Trustees shall not utilize District equipment or materials for campaign purposes.

## **XXII. REVIEWING BOARD CODE OF CONDUCT AND STANDARD OPERATING PROCEDURES (BP LOCAL)**

- A. The Board Code of Conduct and Standard Operating Procedures shall be reviewed and updated annually by July 31 of each year.
- B. The Code of Conduct and Standard Operating Procedures shall be part of the Annual evaluation of the Board in February.

## **XXIII. GOVERNANCE (BQ LOCAL)**

### **A. Planning**

The following actions are included in the planning process:

1. Establish District's vision, mission and annual goals.
2. Conduct an Annual Planning Session for development and review of District goals.
3. Approve District and Campus performance objectives.
4. Approve District and Campus Improvement Plans.
5. Review district progress towards accomplishment of goals.
6. Review of instructional programs.

7. Review of programs other than instruction including goals, standards and benchmarks used for assessing effectiveness.
8. Development and adoption of budget will be based on funding priorities consistent with Board adopted goals. The administration will involve the Board throughout the budget process by report during regular board meetings and by conducting called Board meetings to discuss and share budget information. Budget information may also be sent to Trustees via weekly communication packages for review.

**B. Policy**

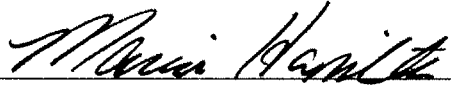
1. Administration and Board will review district policy at an August Board Meeting Workshop.
2. Administration will review district policy annually.

**XIV. VIOLATIONS AND SANCTIONS (BBF Local)**

- A.** Upon inclusion on the agenda and public posting in accordance with the law, the Board may convene in closed meeting to discuss a violation of the *Code of Conduct and Standard Operating Procedures*, or other Board policies, as long as deliberation is confined to the duties, discipline, or complaint against a Trustee.
- B.** The Trustee may request that the deliberation be conducted in open session.
- C.** As a consequence of these deliberations, the Board may in open session do the following:
  1. Take no action.
  2. Publicly reprimand the Trustee.
  3. Recommend additional training for the Trustee.
  4. Vote to remove the Trustee from a leadership position in the District. Leadership positions include Board officer position and membership on any district or campus level committee.
  5. Utilize any or all of 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 Trustees under applicable Board policies.

**XXV. ATTESTATION**

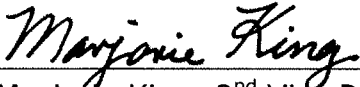
The following Trustees did on August 29, 2011, take an active role in the review and updating of the Lancaster ISD *Board of Trustees Code of Conduct and Standard Operating Procedures* and by a voice vote did adopt the above document and with this action did agree to adhere to these policies and procedures.



Marion Hamilton, Board President



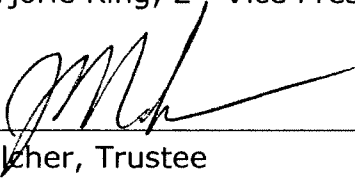
Ellen Clark, 1<sup>st</sup> Vice President



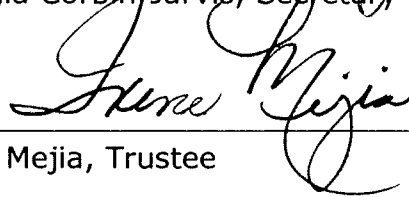
Dr. Marjorie King, 2<sup>nd</sup> Vice President



Cynthia Corbin Jarvis, Secretary



Jeff Melcher, Trustee



Irene Mejia, Trustee



Ty G. Jones, Trustee