

## CODE OF ETHICS

As a member of the Board, I shall promote the best interests 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 district resources.
- I will make no personal promise or 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 decisions 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 not disclose information that is confidential 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 continuously guided by what is best for all students of the District.

## Directory

Trustees	Home Telephone
Duke Burge, President	972.723.6673
Phil Seay, Vice-President	972.775.6516
Wayne Shuffield, Secretary	972.775.8772
Jim Mentzel	972.723.0884
Tom Moore	972.723.6673
Jay Roberts	972.775.2114
Cindy Williams	972.775.3347

### Administrators

Dr. Jerome Stewart, Superintendent	972.775.8296
Robin Bullock, Deputy Superintendent	972.775.8296
Judy Walling, Assistant Superintendent	972.775.8296
Dr. Edd Bigbee, Assistant Superintendent	972.775.8296
Kirk Paschall, Exec. Director of Technology	972.775.8296
Melissa Wolfe, Exec. Director of Spec. Learning	972.775.8296

Campus/Department	Telephone
High School	Dr. Al Hemmle 972.775.8237
Frank Seale Middle School	Dee Arterburn 972.775.6145
Walnut Grove Middle School	Brian Blackwell 972.775.5355
J.A. Vitovsky Elementary	Cherie Wagoner 972.775.5536
J.R. Irvin Elementary	Jean Embry 972.775.8239
LaRue Miller Elementary	Beth Van Amburgh 972.775.4497
Longbranch Elementary	Kelly Madden 972.775.2830
Mt. Peak Elementary	Karen Childers 972.775.2881
T.E. Baxter Elementary	Courtney Carpenter 972.775.8281
Director of Construction	David Boswell 972.775.8296
Athletic Director	Steve Keasler 972.775.8174

## Midlothian Independent School District Board of School Trustees Standard Operating Procedures



Midlothian Independent School District  
100 Walter Stephenson Road  
Midlothian, Texas 76065  
Phone: 972.775.8296  
Fax: 972.775.1575

Website: [www.midlothian-isd.net](http://www.midlothian-isd.net)

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June 21, 2010, June 20, 2011

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# BOARD OF TRUSTEES STANDARD OPERATING PROCEDURES

## 1. DEVELOPING BOARD MEETING AGENDA

- A. Who may place items on the agenda:
1. In accordance with the Texas Open Meeting Laws, no item may be placed on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Government Code 551.
  2. The Board President or Superintendent may place items on the agenda.
  3. No later than noon of the fifth calendar day before the regular meeting (and no later than noon of the seventh calendar day before a special meeting), Board members may request to the Board President or Superintendent any item they wish to have considered for placement on the agenda.
- B. Items that may be placed on the agenda:
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 Meeting Act, Texas Open Records Act, may not be placed on the agenda.
  3. If, during the course of a meeting covered by a Notice, the Board of Trustees should determine that a closed or executive meeting or session of the Board of Trustees is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., may be held in closed or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:
    - 551.071 Private consultation with 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 personnel or devices.
    - 551.082 Considering discipline of a public school child, or complaint or charge against personnel.
    - 551.083 Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultations with representatives of employee groups.
    - 551.084 Excluding witnesses from a hearing.

## 2. MEMBER CONDUCT DURING BOARD MEETINGS

Any time four or more Board members are gathered for the purpose of discussion of school business among themselves, it is considered a meeting and must be posted in accordance with Texas Open Meetings Act.

- A. Residents have two avenues to address the Board:
1. They may place an information item (non-action) on the agenda by filing a request in writing to the Superintendent according to Board policy BED (local). Those items will be heard during the "Public Comment" portion of the agenda. The Board may respond as indicated in "B".
  2. They may comment on any item on the agenda during the time it is scheduled and after the Board and the administration discussion, only if they register before the meeting.
- B. Response to residents addressing the Board:
1. Board members may hear comments.
  2. The Board President may direct administration to investigate item(s) and report back to the Board at a designated meeting.
  3. The Board President must recognize a Board member before the member asks clarifying questions.
  4. The Board President will designate time limits for residents and Board members.
- C. The Board will not entertain negative or derogatory comments on individual personnel or individual students, nor will Board members engage in derogatory comments to presenters.
- D. Hearing and Open Forums
1. During hearings and/or open forums, the Board is assembled only to gather input, not to answer questions.
  2. The Board will not answer questions or enter into two-way dialogue except with the Board attorney in the case of an employee hearing.
  3. The following rules govern the open forum and/or hearings:
    - a.) The Board will limit comments to 5 minutes per testifier.
    - b.) The Board will accept written (signed) and/or oral testimony.
    - c.) The Board will not permit duplicate testimony.
    - d.) The Board will not permit derogatory comments.
- E. The Board shall observe the parliamentary procedures in the 21<sup>st</sup> Century Robert's Rules of Order. A copy will be provided to each Board member.
- F. Discussion of motions:  
All discussion shall be directed solely to the business currently under deliberation. The Board President shall keep the discussion focused on the motion under consideration and shall not permit discussion that does not apply to the motion.
- G. The Board President shall recognize a Board member before comments are made.

## 3. VOTING

The Board President may vote on all action items.

## 4. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

Board members who require information may obtain the data from district employees provided the Superintendent is first advised of the employee who will be contacted.

## 5. MISD RESIDENT OR EMPLOYEE REQUEST/ COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. The Board member shall remind the citizen or employee of the due process, and that the Board member must remain impartial in case the situation goes before the Board, and refer the resident/employee to the appropriate person in the chain of command.
- B. The Board member shall report the request/complaint to the Superintendent in a timely manner.
- C. The Board member shall immediately report any serious allegations of illegal actions to the Superintendent.
- D. The Superintendent will take appropriate action and report it to the Board.

## 6. BOARD MEMBER VISIT TO SCHOOL CAMPUSES

- A. All Board members are encouraged to attend school events.
- B. A Board member may not go into teachers' classrooms or individual buildings for the purpose of evaluation.
- C. A Board member must notify the Superintendent/building principal of a desire to visit with the exception of a routine parent/teacher conference.
- D. The Superintendent shall be advised immediately of any safety or health issues observed.

## 7. COMMUNICATIONS

- A. The Superintendent will communicate with Board members in a method of his/her choosing on a routine weekly basis to inform them of significant issues in the district. However the following information will be communicated on the day of occurrence:
  1. Employee or student arrest occurring on campus.
  2. Employee or student medical emergencies occurring on campus.
  3. Theft or serious security breaches occurring on campus.
  4. Actual or attempted student abduction.
  5. Breaking news on any other important, immediate issue.
- B. Requests to the Superintendent from a Board member will be distributed to all Board members.
- C. Board members will communicate with the community through public hearings, regular Board meetings, campus parent groups, and regular publications.
- D. Individual Board members may not speak for the Board.

## 8. EVALUATION OF THE SUPERINTENDENT

- A. The Board President obtains input from all members on Board approved indicators.
- B. The evaluation will be conducted in executive session by consensus annually in January of each year.

## 9. EVALUATION OF THE BOARD

- A. The Superintendent and the Board evaluation are the same TEAM of Eight.

- B. The evaluation will be conducted in executive session by consensus annually in January each year.

## 10. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

- A. Nominations and voting will occur at a Board meeting in May of each year.
- B. A Board member may not hold office without one year of experience on the Board.
- C. The Superintendent will act as the presiding chair during the nomination and voting process.

## 11. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICER

Set forth by State statute

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees concerning the performance of their duties.
- C. The President shall:
  1. Preside at all Board meetings.
  2. Appoint committees.
  3. Call special meetings.
  4. Sign all legal documents required by law.
  5. Hear complaints of TEAM of Eight members violating the Standard Operating Procedures.
- D. The Vice President shall act in the capacity of the President in absence of the President.
- E. The Secretary shall:
  1. Act in the absence of the President and Vice President.
  2. Call meetings and election for President Pro-Tem.
  3. Counter-sign all warrants.

## 12. ROLE OF THE BOARD IN EXECUTIVE SESSION

- A. The Board shall discuss only those items listed on the executive agenda and as limited by law.
- B. The Board must vote in public session.
- C. All information discussed during executive session must remain confidential.

## 13. MEDIA INQUIRIES TO THE BOARD

- A. The Board President shall be the official spokesperson for the Board to the media/press.
- B. Board members who receive calls from the media should direct them to the Board's spokesperson and immediately notify the Board President and Superintendent of the call.

## 14. ANONYMOUS PHONE CALLS/LETTERS

The MISD 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.

## 15. REVIEWING BOARD OPERATING PROCEDURES

Standard Board Operating Procedures will be updated as needed at the June Board meeting. In March the Board President shall appoint a committee to review and recommend appropriate updates for the Board's consideration.