Snyder Independent School District

Board of Trustees

Ethics and Procedures

Handbook

The purpose of the Snyder ISD's Board of Trustees Code of Conduct and Standard Operating Procedures is to provide information that will help with the questions and pave the way for successful school board meetings. Not all district policies and procedures are included. Those 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 Snyder 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 Snyder 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 Snyder 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 subheading "SchoolBoard" on the Snyder ISD web site at www.Snyderisd.org.

Code of Conduct and Standard Operating Procedures in June of each School Year

SISD Board of Trustees

President
Vice President
Lauren Collier
Secretary
Haley Leatherwood
Members
Doug Neff
Ralph Ramon
Jay Lewis
Michael Rodriquez
Superintendent
Bob Rauch

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SISD Board Policy online

https://pol.tasb.org/Home/Index/1064

Snyder ISD

Mission Statement

We believe the mission of Snyder ISD is to equip everyone to pursue excellence every day.

Vision

As the cornerstone of our community, we expect everyone to be authentically engaged and accountable for the success of all.



2023-24 SISD Board Goals

Board Goal 1	The percentage of students who perform at the meets grade level or above on the Reading STAAR will increase from 35% to 46% by June 2024.
STAAR Scores	2022: 39% 2023: 35%
GPM	ELA common assessment performance at meets grade level will increase from 30% to 46% by May 2024.
6-Week Targets	1st 6-wks: 30% 2nd 6-wks: 34% 3rd 6-wks: 38% 4th 6-wks: 42% 5th 6-wks: 46%
Board Goal 2	The percentage of students who perform at the meets grade level or above on the Math STAAR will increase from 34% to 49% by June 2024.
STAAR Scores	2022: 37% 2023: 34%
GPM	Math common assessment performance by all students at meets grade level will increase from 46% to 49% at each unit assessment by May 2024.
6-Week Targets	1st 6-wks: 34% 2nd 6-wks: 38% 3rd 6-wks: 42% 4th 6-wks: 46% 5th 6-wks: 49%
Board Goal 3	The district attendance rate will increase from 92% to 94% by June, 2024.
Attendance Rate	2022: 90.7% 2023: 92.2%
GPM	The district attendance rate will increase from 92% to 94% by June, 2024.
6-Week Targets	1st 6-wks: 94% 2nd 6-wks: 94% 3rd 6-wks: 94% 4th 6-wks: 94% 5th 6-wks: 94% 6th 6-wks: 94%

Constraint 1	The superintendent shall not allow campus administration or staff to eliminate or abbreviate PLCs with 100% of all campuses complying with the expectation from the start of the 23-24 school year.
CPM 1.1	Principals or campus administrative designee will consistently lead instructional planning with full alignment of the PLCs between unit and lesson planning and analysis of assessment data with 100% of the campuses complying with this expectation by May, 2024.
CPM 1.2	The principals or campus administrative designee will use the Texas Instructional Leadership model and other research based tools to align lesson plans, plan assessment and instruction, use aligned common assessments, and review and analyze data with 100% of the campuses complying with this expectation by May, 2024.
Constraint 2	The superintendent shall not allow campus administration or staff to eliminate, abbreviate or neglect teacher timely submissions of standards based lesson plans using the district's lesson plan format with 100% of the campuses complying with the expectation from the start of the 2023-24 school year.
CPM 2.1	Campus administrators will ensure staff are using aligned and developed lesson plans and assessment tools as evaluated by district guidelines with 100% of the campuses complying with expectations by May, 2024.
CPM 2.2	Campus administrators will ensure desired student expectations and outcomes by monitoring alignment between quality lesson plans and classroom instruction with administrators completing walk-through expectations (5 documented walk-throughs per week) to 100% of the campuses meeting walk-through expectations by May 2024.
Constraint 3	The superintendent shall not allow campus principals to retain teachers assigned core content instruction with student STAAR/EOC first administration results in at least one of the following: Overall student average (approaches, meets, masters) of less than 27%. Overall student growth at less than 50% of students achieving meets or exceeds growth level. without being placed on a growth plan. All teachers on a growth plan must complete all requirements.
CPM 3.1	The campus principals will provide documented support/request interventions for teachers not meeting a 27 average scores on formative assessment data during the 23-24 school year remaining at 100% compliance by May 2024.
CPM 3.2	The campus principals will provide documented support/request interventions for teachers not meeting at least 30% of their students meeting growth on formative assessment data during the 23-24 school year with 100% compliance by May 2024.
Constraint 4	Superintendent shall not retain principals with T-PESS ratings of developing or lower in two or more categories in a summative rating without being placed on a growth plan. Principals on a growth plan for two or more consecutive years will be removed. All principals on growth plan must complete all requirements in the time specified.
CPM 4.1	All principals scored as developing on their most recent T-PESS will engage in goal setting and documented activities to meet on-going expectations designed to address the developing areas.
Constraint 5	The superintendent shall not allow campus administrations or staff to eliminate,

	abbreviate or neglect a positive behavior intervention system.
CPM 5.1	Campus PBIS teams will engage in data analysis and needed adjustments based on a minimum of a 6-week monitoring program for Tier 1 and Tier 2 and will meet the benchmark of quality with a score of at least 70% by May 2024.
Board Self-Constraints	The board shall operate within the Board's role as defined above, and the Board's operating procedures. The Board either collectively or through the actions of individual Board Members, shall not: • Perform or appear to perform any of the responsibilities delegated to the Superintendent. • Violate this or any other Board-adopted policy or Board operating procedure.
Theory of Action	Managed Instruction: The district's central administration directs all instructional materials and methods; and the central administration ensures students experience consistency and quality of instructional delivery across all campuses; the district, through the central administration, will be able to accomplish the Board's student outcome goals while operating within the Board's constraints.

ETHICS for School Board Members

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: representing District policies, 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 promise or take private action to compromise my performance of 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 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 continuously guided by what is best for all students of the District.

Framework for School Board Development

Preamble: The Board is the educational policy-making body for the District. To effectively meet the challenges of public education, the Board and the Superintendent must function together as a leadership team. Each leadership team must annually assess its development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

- 1. Vision The Board ensures creation of a shared vision that promotes enhanced student achievement.
 - The Board keeps the District focus on the educational welfare of all children.
 - The Board adopts a shared vision based on community beliefs to guide local education.
 - The Board ensures that the vision supports the state's mission, objectives, and goals for education established by law and/or rule.
 - The Board ensures that the District's vision expresses the present and future needs of the children and community.
 - The Board uses the vision to assess the importance of individual issues that come before the Board and demonstrates its commitment to the vision by using the vision to guide all Board deliberations, decisions, and actions.
 - Individual Board members should not have individual agendas separate and apart from the shared vision.
- 2. Structure The Board provides guidance and direction for accomplishing the vision.
 - The Board recognizes the respective roles of the legislature, the State Board of Education, the Texas Education Agency, and the local Board in the governance of the District.
 - The Board fulfills the statutory duties of the local Board and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees.
 - The Board focuses its actions on policy-making, planning, and evaluation, and restricts its involvement in management to the responsibility of oversight.
 - The Board adopts a planning and decision-making process consistent with state law and/or rule that will use participation, information, research, and evaluation to help achieve the District's vision.
 - The Board ensures that the District's planning and decision-making process enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the District's vision.
 - The Board develops and adopts policies that provide guidance for accomplishing the District's vision, mission, and goals.
 - The Board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the District's vision, mission, and goals.

- The Board adopts goals and goal progress measures, constraints and constraint progress measures, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
- The Board oversees the management of the District by employing the Superintendent and evaluating the Superintendent's performance in providing education leadership, managing daily operations, and performing all duties assigned by law and/or rule and in support of the District's vision.
- The Board adopts policies and standards for hiring, assigning, appraising, terminating, and compensating District personnel in compliance with state laws and rules.
- 3. Accountability The Board measures and communicates how well the vision is being accomplished.
 - The Board ensures progress toward achievement of District goals through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the Superintendent.
 - The Board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the Superintendent and directs the Superintendent to make modifications that promote maximum achievement for all students.
 - The Board reports District progress to parents and community in compliance with state laws and regulations.
 - The Board reviews District policies for effective support of the District's vision, mission, and goals.
 - The Board reviews the efficiency and effectiveness of District operations and use of resources in supporting the District's vision, mission, and goals.
 - The Board evaluates the Superintendent's performance annually in compliance with state laws and regulations.
 - The Board evaluates its own performance quarterly in fulfilling the Board's duties and responsibilities, and the Board's ability to work with the Superintendent as a team.
- 4. Advocacy The Board promotes the vision.
 - The Board demonstrates its commitment to the shared vision, mission, and goals by clearly communicating them to the Superintendent, the staff, and community.
 - The Board ensures an effective two-way communication system between the District and its students, parents, employees, media, and the community.
 - The Board builds partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students.
 - The Board supports children by establishing partnerships between the District, parents, business leaders, and other community members as an integral part of the District's educational program.
 - The Board leads in recognizing the achievements of students, staff, and others in education.
 - The Board promotes school board service as a meaningful way to make long-term contributions to the local community and society.

- The Board provides input and feedback to the legislature, State Board of Education, and the Texas Education Agency regarding proposed changes to ensure maximum effectiveness and benefit to the schoolchildren in the District.
- 5. Unity The Board works with the Superintendent to lead the District toward the vision.
 - The Board ensures that its members understand and respect the need to function as a team in governing and overseeing the management of the District.
 - The Board develops skills in teamwork, problem solving, and decision-making.
 - The Board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the Board.
 - The Board understands and adheres to laws and local policies regarding the Board's responsibility to set policy and the Superintendent's responsibility to manage the District and to direct employees in District and campus matters.
 - The Board recognizes the leadership role of the Board President and adheres to law and local policies regarding the duties and responsibilities of the Board President and other officers.
 - The Board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, parents, employees, and the community.
 - The Board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or District and campus administrative matters.
 - The Board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

Adopted by the State Board of Education, January 1996, as authorized by 19 TAC 61.1; revised July 2012.

Related Policy: BBD (EXHIBIT)

Board Operational Procedures

Developing Board Meeting Agenda

- 1. Agendas are created by the administration and presented to the Board.
- 2. Final agendas will be posted publicly in accordance with the Texas Open Meetings Act on or before 72 hours prior to the scheduled meeting.
- 3. Any member of the Board of Trustees may request that a subject be included on the agenda for the meeting. That request shall be forwarded to the Superintendent or President of the Board. The President shall ensure that the topic requested is on that agenda or scheduled for deliberation at an appropriate time in the near future.
- 4. The Superintendent shall include on the agenda all trustee-requested items that have been timely submitted and approved by the President.
- 5. No item can be placed on the agenda less than seven calendar days in advance of the meeting, unless an emergency or urgent public necessity exists, or delay in acting or discussing an added agenda item could seriously affect the operations of the District.
 - a) SISD administration will release the board meeting agenda for board members to review one week prior to the meeting.
 - b) SISD board members should ask/submit question regarding non-consent agenda items by noon on the day prior to the meeting. SISD administration will provide answers to the questions prior to and/or during the scheduled meeting.
 - c) SISD administration will provide information answering question to all board members.
- 6. Agenda items added to the agenda after the original posting shall be done so in accordance with state laws.
- 7. Board member shall be notified of a meeting: at least 7 days prior to a regular meeting, 72 hours prior to a special meeting; at least 2 hours prior to an emergency meeting.
- 8. It is the president's responsibility to identify those agenda items or subjects that are protected by an exception to the Texas Open Meetings Act and to make sure the proper public notice is given before any closed meeting is convened.
- 9. Use of Consent Agenda: When the agenda is prepared, the Superintendent and Board President shall determine items, if any that qualify to be placed on the consent agenda. SISD administration will make every effort to ensure that other than regular monthly reports there are no items in the consent agenda that have not been discussed as information items during previous board meeting(s).
 - a) A 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. The consent agenda items shall be adopted under a sing motion and vote.
 - b) SISD board members can ask/submit questions regarding consent agenda items on or before 10:00 am (80 hours prior to the schedule meeting start time) on the Monday prior to the scheduled Thursday meeting. If SISD cannot effectively answer submitted question by 3:00 pm on the Monday prior to the scheduled meeting, then the consent agenda item will be moved to an action item. SISD administration will provide additional information to answer questions prior to and/or during the meeting.

- c) SISD administration will provide information answering question to all board members.
- d) If during the meeting a board member request an item be removed from the consent agenda it will not be discussed during the meeting. The consent agenda item removed will be placed on the agenda of the next regular scheduled meeting, or future meeting as directed by the board president.
- e) Example Consent Agenda Items: Routine items, Annual renewals of Region XIV and TEA items (grant applications, etc.), Budget amendments, Routine personnel items, Gifts/donations and bequests, items discussed during previous board meeting(s).

Related Policies: BE (Legal and Local) Board Meetings

- 1. There shall be only one scheduled regular school board meeting which shall be held on the second Thursday of each month at 6:00 p.m. unless a change is agreed upon by the board.
- 2. Special Called meetings shall be called according to Board Policy.
- 3. The meetings shall be regularly held in the SISD Board Room located at 2901 37th Snyder unless the board agrees to a different location.
- 4. In addition to posting the agendas in the district posting box outside of the Administration Building, agendas shall be on the District Website.
- 5. During Board meetings, Board members will direct any questions that they might have concerning agenda items, reports, vendors, or employees directly to the Superintendent or Board President.
- 6. When Board members convene to closed session it will be in accordance with the Texas Open Meetings Act, Texas Public Information Act and Snyder ISD Board Policy BEC (Legal).
- 7. As role models for our students, employees and audience, Board members agree to act in a professional, courteous, respectful, and non-confrontational manner with each other and with members of the audience during Board meetings and while acting as a Board member for the District.
- 8. The Board shall observe the parliamentary procedure as outlined in Robert's Rules of Order Newly Revised.
 - a) All discussion shall be directed solely to the business currently under deliberation.
 - b) The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not relevant to business before the Board.
 - c) The Board President shall recognize a Board member wishing to comment. Related Policies:

Related Policies: BBF (Local); BE(Legal and Local); BEC(Legal); BED(Legal and Local)

Requesting Information about a Meeting Agenda Item

- 1. Members are encouraged to ask for information from the superintendent before the board meeting.
- 2. Questions about agenda items or requests for additional information will be directed to the superintendent or his/her designee (or administrator responsible for the agenda item) noted in agenda packet.

- 3. If the information requested is readily available the superintendent (or designee) will provide it to the requesting members and report it to the board at the meeting. If the requested information cannot be gathered prior to the meeting, the superintendent (or designee) will make every attempt to provide the answers or requested information at the meeting.
- 4. If a written report is provided in response to the request, all members will receive a copy.
- 5. Board members may discuss the provided information in the meeting if necessary.
- 6. Board members may ask additional questions about agenda items in the meeting.

Related Policies: BE(Legal and Local)

Requesting Information Not Related to an Agenda Item

- 1. Members should request information not related to a meeting agenda item directly from the superintendent.
- 2. The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
- 3. If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided as soon as reasonable.
- 4. In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the board president of this fact.
- 5. The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
- 6. If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
- 7. All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

Related Policies: BBE (LOCAL)

Communicating with Other Board Members Between Meetings

The superintendent will communicate with each board member by email that may include information such as:

- a) District events
- b) Progress reports on directives
- c) Follow-up reports in answer to board member questions
- d) Updates on administrative matters or district operations

The superintendent will meet with the board president as needed, or communicate by telephone, fax, and/or email to inform him or 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 copies of documents to each member of the board for information. Email is the preferred method of distribution unless unusual circumstances dictate an alternate method.

The superintendent will communicate requested information to all board members in as timely a manner as possible without interfering with the regular conduct of district business.

Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

Board members who wish to share information relevant to district business will relay the information to the superintendent's office for distribution to all members.

Related Policies: BE (LEGAL)

Visiting Campuses as a Board Member

- 1. Board members are encouraged to attend school events or accept any invitations as their time permits.
- 2. Board members may visit any campus after checking with the principal about the best time to visit, as long as they do not disrupt the learning process.
- 3. Board members are required to check in with the principal's office and to follow campus guidelines for visitors.
- 4. The Board will never give instructions to any employee other than the Superintendent except that requests may be made to the Superintendent's secretary. The only exception would be when safety or liability is immediately at risk.
- 5. When visiting with teachers of their own children, board members will be acting as parents rather than as board members.
- 6. Board members will not request or accept extraordinary consideration or "favors" from any district employee.

Related Policies: GKA (LEGAL), BBF (LOCAL) and BBFA (LEGAL)

Responding to Employee or Community Complaints or Requests

- 1. Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
- 2. Determine if complainant wishes to express dissatisfaction or desires action be taken to resolve the issue.
- 3. Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
- 4. Ask if the complainant has followed the "Chain of Command" outlined in district policy.
- 5. If the complainant does not know the district's "Chain of Command," provide the following information:
 - a) The complainant should first discuss the problem with the person in authority closest to the problem.
 - b) If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a."

- c) The administrative supervisor will help the complainant initiate any correspondence or forms required in policy and attempt to resolve the complaint.
- d) If still not satisfied, the complainant may appeal to the superintendent or designee for resolution.
- e) If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the board following local policy.
- 6. Board members will inform the superintendent of complaints they feel might eventually reach his/her office from staff and community but will not direct the superintendent to take specific actions.
- 7. The superintendent shall inform the board of the resolution of complaints referred by board members if the complaint requires superintendent intervention.

Related Policies: DGBA (LEGAL and LOCAL) pertains to employees; FNG (LEGAL and LOCAL) pertains to parents and students; GF (LOCAL) is for public complaints

Communicating with the Media:

Regarding Closed Session Items

- 1. The board president or designee will serve as the board spokesperson to the media on issues regarding board actions.
- 2. The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on issues of district attention.
- 3. Any board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the superintendent for district business and to the board president for board-specific issues.

Regarding Non-Closed Session Items

- 1. If speaking to a media representative, board members should clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees. Along with the board member's personal comments, the board member will remind media representatives of the official position or action already taken on the issue by the board of trustees and refer media to the spokesperson for further information.
- 2. It is inappropriate to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.
- 3. Members will not speak negatively about another member, superintendent, or staff in in public forums or community.

Related Policies: BBF (LOCAL), and GBB (LOCAL)

Communicating with the Community

- 1. Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:
 - a) Relay information about district goals.
 - b) Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
 - c) Support board decisions.

- d) Interact in a positive manner.
- e) Listen politely and respectfully to comments.
- f) Make no commitment on behalf of the board or district.
- g) Not criticize district personnel.
- h) Refer questions about specific district activities to the appropriate staff person when they do not know the answers.
- 2. The Board of Trustees encourages community input; however, anonymous calls or letters will not be considered.
- 3. Signed letters or electronic communications addressed to the board or a board member will be forwarded to the president or the superintendent.

Related Policies: DGBA (Legal and Local); FNG (Legal and Local)

Concerns about other Board Member's Performance or District Personnel

- 1. Individual board members are encouraged to express their concerns about another member's performance directly to that member.
- 2. If addressing the issue directly with the member does not resolve the concern, then discussion with the board president is appropriate.
 - a) The board president shall discuss the concern with the individual in question on behalf of the reporting board member or shall moderate a discussion between the members. If a quorum of the board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
 - b) The president shall remind the board member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
 - c) If the board member in question does not believe his or her behavior is in conflict with the board's code of ethics, an agenda item specifying "evaluation of individual board members' performance" may be listed on the agenda for an upcoming board meeting.
 - d) The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
- 3. Concerns about the board president may be discussed with the board vice-president.
- 4. Members will not take concerns about fellow board members to the superintendent.
- 5. Members will not speak negatively about another member, superintendent, or staff in public forums/community.

Related Policies: BBFA (LEGAL), BBF (LOCAL)

Addressing Violations of Board Operating Procedures

- 1. The Board President will address violations of the operating procedures and policies by a Trustee by meeting with the individual Trustee.
- 2. Should the matter not be resolved, the violation will be addressed by the Board at a future Board meeting as Board Evaluations under of the Tex. Gov't Code, Section 551.074 and in Open Session should action be needed.

Related Policies: BE (LEGAL and LOCAL)

Board Self-Assessment and Superintendent Evaluation

- 1. The board will complete annual summative self evaluations.
- 2. The Board and Superintendent will revise the District academic goals for the new school year.
- 3. The Superintendent's job performance will be monitored systematically and rigorously against the Board's specific expectations of the Superintendent reflected in the District academic goals and Board Policy. The evaluation will be based on data derived during the year regarding the organizational accomplishments toward the District academic goals and Board Policy.
- 4. The Board will conduct an annual formative evaluation of the Superintendent in January of each school year.
- 5. The formative evaluation will be January of each school year. No official instrument will be required for this evaluation. The Board and Superintendent will review progress with regard to the District academic goals.
- 6. Board action regarding the Superintendent's contract will be taken in January following the formative evaluation.

Related Policies: DGBA (Legal and Local); FNG (Legal and Local); GF (Legal and Local)

Board Training and Travel

Board Members are required to complete training as specified in Texas Education Code § 11.59, Texas Administrative Code § 61.1, and Board Policy BBD (Legal):

1. New Board Members

- a. Local Orientation Training, within 60 days after taking oath of office
- b. Open Meetings Act Training, within 90 days after taking oath of office
- c. Public Information Act Training, within 90 days after taking oath of office
- d. Annual Team of 8 Training at least 3 hours
- e. Legislative Update Training, after each Legislative Session
- f. At least 10 hours of continuing education the first year

2. All Board Members

- a. Annual Team of 8 Training, at least 3 hours
- b. Legislative Update Training, after each Legislative Session
- c. At least 5 hours of continuing education in all years

3. The Snyder ISD Board has approved the following Board Trainings:

- a. TASB/TASA Convention
- b. Summer Leadership Institute
- c. TASB On-line Training
- d. Team Building
- e. Budget Workshop
- f. Workshops Presented by any of the Education Service Centers

4. Board Travel

- a. An amount for Board member travel expenses shall be approved in the budget for each year.

 Attendance for training by Board member is subject to budget restraints and limited to state wide conventions and conferences. Out of state travel requires Board approval and only as allowed by the budget.
- b. All Board members shall be reimbursed for reasonable expenses for carrying out the business of the Board, for attending trainings and conventions as official representatives of the Board.
- c. All Board members shall be reimbursed travel and training expenses according to the current approved Travel Reimbursements.
- d. The following expenses are eligible for reimbursement: registration, mileage, lodging, regular parking, meals, and incidental expenses.

Related Policies: DGBA (Legal and Local); FNG (Legal and Local); FNG (Local)

District and Campus Administrative Personnel

Superintendent Bob Rauch

Superintendent Secretary Marcia Womack

Chief Financial Officer
Accounts Payable

Morgan Preston
Debbie Landa

Purchasing
Payroll

Bernice Ornelas
Yolanda Arellano

Assistant Supt. of Instructional Services Kathy Scott

Administrative Assistant/Receptionist Kathy Boyd

Director of Administrative Services

Clay Cade

Human Resources
Tonya Ramon

Technology Director

Jeff McGinnis

Director of Special Education

Canita Rhodes

Athletic Director

Wes Wood

High School Principal
Adam Alaniz

Middle School Head of Schools

John Rush

Intermediate School Principal

Katy Cade

Elementary School Principal

Courtney Boyd