

SMITHVILLE INDEPENDENT SCHOOL DISTRICT

BOARD OPERATING PROCEDURES

2026-27



COMMITTED TO EXCELLENCE

901 NE 6TH ST SMITHVILLE, TX 78957

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 as stated:

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 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.

BBF (LOCAL)

AUTHORITY

The trustees as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the district. The Board may only act by a majority vote of the members present at a meeting held in compliance with Government Code Chapter 551 (Open Meeting Act). Unless authorized by the Board, a member of the Board may not individually act on behalf of the Board.

ACCESS TO INFORMATION

- When acting in the member's official capacity, a board member has an inherent right of access to information, documents, and records maintained by the district.
- A Board member shall maintain the confidentiality of information, documents, and records received from the district as required by the Family Educational Rights and Privacy Act of 1974.

VISITS TO DISTRICT FACILITIES

- A Board member shall adhere to posted requirements for visitors to first report to the main office of a District facility, including a school campus.
- Board members are encouraged to attend special events on campuses.
- Board members shall not go into teacher's classrooms or campuses for the purpose of evaluation or investigation.
- Visits during the business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District Operations.

REFERRING COMPLAINTS

- If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent, who shall proceed according to the applicable complaint policies.
- When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.
- There is no requirement that a Board negotiate or even respond to complaints. However, a Board must stop, look, and listen and must consider the perspective given.

BBE (Legal)

BBE (Local)

GF (Legal)

BOARD MEETINGS

A board meeting is a deliberation among a quorum of the Board, or between a quorum of the board and another person, during which matters concerning the school district or public policy over which the Board has supervision or control is discussed or considered, or during which the board takes action.

MEETING NOTICE

BE(LOCAL)

- Regular meetings of the Board shall normally be held on the third Monday of each month at 6:00 p.m.
- When determined necessary and/or for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.
- Meeting notice for all regular and special Board meetings will be provided a minimum of 3 full business days in advance and include the date, time and location of the meeting.
- The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.
- The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.
- Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

BOARD MEETING AGENDA DEVELOPMENT

BE(LOCAL)

Agenda Items

- Tentative agenda items are created by administration and presented to the Board one month in advance.
- In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
- Any Trustee may request that a subject be included on the agenda for a meeting.
- In accordance with Texas Open Meetings Laws, no member can place an item on the agenda less than 3 business days in advance of a meeting, except in an emergency as per Texas code.
- The deadline for Board members to submit items for inclusion on the agenda is the tenth calendar day before regular meetings and the tenth calendar day before special meetings.

Exceptions for Closed Meetings

BEC(LEGAL)

A board may conduct a closed meeting for the purposes described in the following provisions:

- Consultation with Attorney
- Deliberation Regarding Real Property
- Deliberation Regarding a Prospective Gift

- Personnel Matters, including deliberation regarding public officers or employees
- Employee-Employee Complaints
- Student Discipline
- Personally Identifiable Student Information
- Medical or Psychiatric Records
- Security Devices or Audits
- Cybersecurity
- Critical Infrastructure Facility
- Assessment Instruments
- Emergency Management
- Economic Development Negotiations

Use of Consent Agenda

In accordance with BE(LOCAL), 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. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

Examples of consent agenda items include:

- Routine items
- Annual renewals of Region XIII and T.E.A. items
- Budget amendments
- Over \$500 tax refunds
- Gifts, donations and bequests
- Financial information
- Minutes of regular and special board meetings
- Updates of Board policy
- Routine personnel items
- Routine bid recommendations

MEMBER CONDUCT DURING BOARD MEETING

Public Participation

BED(LEGAL) and BED (LOCAL)

- Citizens may address the Board during the “Communications from the Public” portion of the agenda that is provided at every regularly scheduled school board meeting only if they sign up before the meeting begins. The length, number and frequency of presentations may be limited by the board president so long as it does not discriminate against those wishing to address the board.
- Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed three minutes per meeting.
- Each speaker is limited to one opportunity at the microphone, regardless of minutes used
- Individuals requiring the use of an interpreter shall be allowed six minutes.
- Unused minutes from one speaker may not be accrued by another speaker.

Board Response to Citizens Addressing the Board

- Board members can hear comments.

- Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
- The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution.
- The Board President may direct administration to investigate item(s) and report back to the Board at a designated meeting as needed.

Public Criticism

- The Board asks that those addressing the Board refrain from derogatory comments.
- The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

Hearings and Open Forums

- The board will decide at the beginning of hearings and open forums regarding the format for the meeting. The two options will be (1) gather input only and (2) dialog with the public. Unless the Board takes action to declare the meeting a dialog with the public meeting, all hearings and open forums will be limited to gathering input.
- During gather input only hearings and open forums, the Board will not answer questions or enter into two-way dialogue except with the employee or their attorney in the case of an employee hearing.
- During dialog with the public hearings and open forums, the Board president will moderate the question and answer portion of the meeting.
- Rules for the open forum will be strictly adhered to:
 - Board will limit response to 3 minutes per testifier
 - Board will accept written and/or oral testimony
 - Board will not allow duplicate testimony
 - Board President and/or their attorney is sole judge
 - Board asks that those addressing the Board refrain from derogatory comments

Parliamentary Procedures in Robert's Rules of Order

- The Board shall observe the parliamentary procedures in Robert's Rules of Order.
- A copy of Robert's Rules of Order will be provided to each Board member.

Discussion of Motions

- All discussion shall be directed solely to the business currently under deliberation.
- 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.
- The Board President has the right to recognize a Board member prior to giving their comments.

Board members will notify the Superintendent and the Board President at a minimum of one hour before any meeting that they will be unable to attend.

VOTING

- The Board President may vote on all action items.
- In case of a tie vote, the item fails and the item is brought back at a later board meeting only if requested by a board member.
- Any final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given.

COMMUNICATIONS

INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

BBE(LOCAL)

- Individual members shall not request preparation of reports (not already existing). Requests for reports shall be made by Board action .
- Board members shall request information or records through the Superintendent.
- The Superintendent will gather requested information or records and disseminate it in a timely manner to the entire board.

BOARD MEMBER CONCERNS

- If a Board Member has a concern or complaint relative to issues within the direct responsibility of the Superintendent, they should address the concern or complaint directly to the Superintendent.
- The Superintendent shall work to investigate the concern and provide information or resolution to the entire Board in an appropriate and timely manner.
- When a Board Member has a complaint relative to their role as a parent, spouse, or relative, they shall address the concern through the chain of command available to all other citizens seeking resolution at the lowest level possible refraining from direct involvement to the extent possible in consideration of their named position as a Board Member.
- When the Board Member has a concern or complaint about the performance of the Superintendent, they shall make the Board President aware of the concern. The Board President shall determine the most appropriate avenues to address the concern, which may include discussion of the Superintendent's performance with the entire Board in closed session.

CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- The Board member should hear the citizen problem for full understanding of persons involved, date and place:
 - Repeat problem back verbatim to citizen
 - Issue chain of command to citizen
 - Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board
- Refer citizens to the appropriate person/chain of command.
- The Board member must talk to the Superintendent within 24 hours.

- The Superintendent or designee will respond to citizens in a timely fashion.

EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- The Board member will hear the employee's problem for full understanding of persons involved, date and place:
 - Repeat problem back verbatim to employee
 - Issue chain of command to employee
 - Remind employee of the due process procedure and remain impartial
- Refer employees to the appropriate person/chain of command.
- Board members must talk with the superintendent within 24 hours relaying communication.
- The employee will hear something from the Superintendent or designee within a timely fashion, unless the employee requests no contact from the Superintendent.

BOARD MEMBER VISIT TO SCHOOL CAMPUS

- Board members are not to make unannounced visits to teacher's classrooms or individual buildings for the purposes of evaluation.
- Board members must notify the Superintendent/principal of their visits if the visit is not related to parental duties and responsibilities, athletic events or programs.

COMMUNICATIONS

- The Superintendent will communicate with all Board members via voice mail, email and weekly communications.
- The Superintendent will meet with the Board President on a routine basis to discuss issues of the district.
- The Superintendent will communicate information in a timely fashion to all Board members.
- Requests to the Superintendent from a Trustee will be distributed to all Board members.
- The Board will keep the Superintendent informed via voice mail, email, telephone.
- The Board will communicate with its community through public hearings, regular Board meetings and regular publications.
- Individual Board members cannot speak in an official capacity outside the Boardroom.
- The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
- Board members who receive communications from the media should direct them to the Board President or designee.
- Confidentiality of communications will be maintained to the extent permitted by state and federal law.

EVALUATION OF SUPERINTENDENT

- The Board president obtains input from all other members on approved indicators.
- The Superintendent's evaluation is conducted in executive session by consensus.
- The evaluation will be conducted every January.

BOARD DEVELOPMENT & LEADERSHIP

EVALUATION OF THE BOARD

- Self-evaluation of the Board (including the Superintendent) shall occur every June.
- Self-evaluation of the Superintendent shall occur every December.
- Evaluation is conducted in executive session by consensus of board members.

BOARD TRAINING

BBD(LEGAL) and BBD(LOCAL)

- Board members shall engage in all training requirements as specified in law and Board Policy.
- The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

BDAA(LOCAL)

- The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting.
- Election of Board officers is held following the election of Board Trustees in May.
- No Board member can hold office without one-year minimum Board experience.
- Officer nominations may be made by any Board member during the course of the regular board meeting.
- Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office; however, an officer shall be limited to two consecutive terms in any one position.
- A vacancy among officers of the Board shall be filled by majority action of the Board.

ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS.

BDAA(LEGAL) and BDAA (LOCAL)

- No Board member or officer has authority outside the Board meeting.
- No Board member can direct employees in regard to performance of their duties.
- The Board President:
 - Shall preside at all Board meetings
 - Appoint committees
 - Shall call special meetings
 - Sign all legal documents required by law
 - Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board

- Vice-President:
 - Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President
 - Become President only upon being elected to the position
- Secretary
 - Ensure that an accurate record is kept of the proceedings of each Board meeting
 - Ensure that notices of Board meetings are posted and sent as required by law
 - In the absence of the President and Vice President, call the meeting to order and act as presiding officer
 - Sign or countersign documents as directed by action of the Board

ROLE OF BOARD IN EXECUTIVE SESSION

- The Board can only discuss those items listed on the executive agenda and as limited by law.
- The Board must vote while in public session.
- Information during executive sessions must remain confidential.

ANONYMOUS PHONE CALLS/LETTERS

- The SISD 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.

REVIEWING BOARD OPERATING PROCEDURES

- Standard Board Operating Procedures will be reviewed and updated at least annually

SYSTEMATIC PROBLEM-SOLVING AND DECISION-MAKING PROCESS

When preparing to make decisions or solve problems as a team, the governance team agrees to consider each of the steps below to ensure effective decisions.

- State the problem clearly. (Do we agree with the statement of what the actual problem is? If not, then change it or collect more facts about the problem until all can agree.)
- Obtain relevant information about the problem.
- List possible solutions.
- Verify the expected consequences of each solution. (Identify the advantages and disadvantages of all listed options.)
- Evaluate impact on the district and community. (Does the benefit for our students outweigh any negative effect this solution might have on others in the district or the community?)
- Decide on the best solution and monitoring process. (Be sure to establish a monitoring plan that will ensure follow through on the decision being made.)

CONTACT INFORMATION

Board Members

Grant Gutierrez, President
Chris Hinnant, Vice President
Chelsa Vinklarek, Secretary
Michael Hancock
Bryan Jones
Josh Magden
Candice Parsons

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Contact

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Superintendent's Secretary

Liza Rios

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Location

Brown Primary
Smithville Elementary
Smithville Junior High
Smithville High School
Asst. Superintendent
Business Manager
Human Resources
Special Education
Maintenance/Transportation
Athletics
Food Service
Technology

District Phone Numbers

237-2519
237-2406
237-2407
237-2451
237-2487 ext. 7162
237-2487 ext. 7167
237-2487 ext. 7195
237-2487 ext. 7282
237-2487 ext. 7171
237-2451 ext. 6850
237-2487 ext. 7895
237-2487 ext 7164

Principal/Director

Dr. Angie Westerfield
Holly Brockman
Roque Thompson
Tucker Copeland
Dr. Bethany Logan
Stacy Tiner
Dr. Ashley Marquez
Dr. Tracy Johnson
Zack Harris
Darby House
Candy Biehle
Denis McGinness