

**Rockdale ISD**  
**Board Operating Procedures**  
**2018-2019**

05/21/2018

**Rockdale ISD**  
**Board Operating Procedures**

**TABLE OF CONTENTS**

I.	Board Meeting Agenda	
	a. Placement of Items on the Agenda	3
	b. Consent Agenda	3-4
II.	Conduct During a Board Meeting	
	a. Audience Participation	4
	b. Board Response to Patrons Addressing the Board	4
	c. Voting	5
	d. Meeting Preparation	5
	e. Executive Session	5
III.	Individual Board Members	
	a. Standard of Behavior	6
	b. Violation of Board Operating Procedures	6
	c. Individual Board Member Authority	6
	d. Board Member Requests for Information	6
	e. Individual Board Member Access to Information	6-7
	f. Complaints to Individual Board Member	7
	g. School Events	7
IV.	Campus Visits by Board Members	7-8
V.	Communications	
	a. Board Member Communication with the Media	8
	b. Communication between Board Members	8-9
	c. Board Member Communication with District Staff	9
	d. Board Member Communication with School District's Attorney/Legal Counsel	9
VI.	Superintendent Evaluation	10-12
VII.	Board of Trustee Elections	12
VIII.	Board Member Expense Guidelines	12
IX.	Board Self-Evaluation (No Local Policy in Effect)	12-13

## I. Board Meeting Agenda

BE (LOCAL)

### a. Placement of Items on the Agenda

- i. In consultation with the board president, the superintendent shall prepare the agenda for board meetings.
- ii. Any trustee may request that a subject be included on the agenda for a meeting. The request may be made through the superintendent or the board president, each making the other aware of the request prior to finalizing the agenda.
- iii. The superintendent shall include on the preliminary agenda all trustee-related topics that have been timely submitted.
- iv. Before the official agenda is finalized for any meeting, the superintendent shall consult with the board president to ensure that the agenda and the topics included meet with the president's approval. In reviewing the preliminary agenda, the president shall ensure that any topics the Board or individual trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The board president shall not have authority to remove from the agenda a subject requested by a trustee without that trustee's specific authorization.
- v. The agenda for meetings of the Board normally will be closed at noon of the fifth calendar day preceding all meetings. The notice of any emergency addendum to the agenda must be posted at least two hours before the meeting.
- vi. The final agenda, with accompanying synopses and documentation, will be made available via Boardbook to the Board on or before the Thursday prior to the scheduled board meeting.

The final agenda, with accompanying synopses and documentation, will be made available via Boardbook to the Board on or before 5<sup>th</sup> day prior to the scheduled board meeting.

### b. Consent Agenda

- i. The consent agenda shall include items of a routine and/or recurring nature, grouped together as one action item.
- ii. The superintendent, with the board president's concurrence, shall determine which items qualify for inclusion in the consent agenda.
- iii. Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents.
- iv. All consent agenda items shall be acted upon by one motion and one vote without separate discussion.
- v. Any board member may request that any item on the consent agenda be pulled for individual discussion and consideration.

- vi. Requests to pull an item from the consent agenda should be made to the board president or superintendent prior to taking up the consent agenda at the board meetings. If possible the request should be made prior to the board meeting.

II. Conduct During a Board Meeting BED (LOCAL); BDAA (LOCAL)

a. Audience Participation

- i. Audience participation at a board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
- ii. At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board.
- iii. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
- iv. No presentation shall exceed five minutes.
- v. Delegations of more than two persons shall appoint one person to present their views before the Board.

b. Board Response to Patrons Addressing the Board

- i. Board members will not respond to or enter into discussions with the speakers or the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda.
- ii. Discussions of items not on the agenda are not permitted.
- iii. Board members will not interact with open forum speakers unless to ask clarifying questions.
- iv. Superintendent may contact speakers of his own accord or at the request of a board member for a follow-up conversation at a time after the board meeting.
- v. Public comments may be on items listed on the agenda or other areas of district operations, but shall not include complaints or comments about individual students, employees or officials of the district. Speakers with specific complaints regarding students or District personnel shall be referred to Board Policy FNG (LOCAL) and the grievance process.
- vi. The board president will explain the process and rules for participating in the open forum prior to recognizing the first speaker.

**c. Voting**

- i. The board president shall have the right to discuss, make motions, resolutions, and vote on all matters coming before the Board.  
(BDAA LOCAL)**
- ii. No member shall vote on a motion in which he or she has a direct pecuniary interest not common to other members of the Board.  
(BBFA LEGAL).**
- iii. When a proposal is presented to the Board, a discussion shall be held and a decision reached. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each other.**
- iv. All votes, including, dissenting and abstaining votes, shall be recorded in the minutes of the board meeting.**
- v. Board members are encouraged to vote based on their convictions but as team members, are expected to support the will of the Board.**
- vi. The Board shall provide the superintendent an opportunity to present at a meeting an oral or written recommendation to the Board on any item that is voted on by the Board at the meeting (TEC 11.5).**

**d. Meeting Preparation**

- i. Board members will come to meetings prepared having read their agenda packet material.**
- ii. Clarifying questions should be addressed to the superintendent in advance of the meeting or as early as possible in order to allow the superintendent sufficient time to respond accurately, in particular if clarifying information is needed.**

**e. Executive Session**

- i. Board members will honor the confidential nature of executive session discussions.**
- ii. No one in attendance at an executive session for the board meeting will disclose the certified agenda, the tape recording or any aspect of the discussion that has taken place during that executive session, by penalty of law.**

- III. Individual Board Members      BBE (LEGAL); BBE (LOCAL); BBG (LOCAL)
- a. Standard of Behavior: Board members will be knowledgeable of the Board of Trustees Code of Ethics and the code's implications of their day-to-day actions.
  
  - b. Violation of Board Operating Procedures: Infractions of Board Operating Procedures will result in the president meeting with and discussing the concern with the member, and thereafter reporting to the Board.
  
  - c. Individual Board Member Authority
    - i. Board members as individuals shall not attempt to exercise any authority over the district, its property, or its employees.
    - ii. Except for appropriate duties and functions of the board president, an individual member may not act on behalf of the board without the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
    - iii. Board members will avoid personal involvement in activities the Board has delegated to the superintendent.
  
  - d. Board Member Requests for Information
    - i. Individual board members shall not direct or require district employees to prepare reports derived from an analysis of information in existing district records or to create a new record compiled from information in existing district records.
    - ii. Directives to the superintendent or custodian of the records regarding the preparation of reports shall be by Board action.
    - iii. Information requested by a board member will be provided to all trustees.
  
  - e. Individual Board Member Access to Information
    - i. An individual board member, acting in his or her official capacity, shall have the right to seek information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.

- ii. Individual board members shall not have access to confidential student records, unless there is a legitimate educational interest in the records in accordance with Policies FL (LEGAL) and FL (LOCAL).
  - iii. Individual board members shall seek access to record or request copies of record from the superintendent. When a custodian of records other than the superintendent provides access to records or copies of records to individual trustees, the provider shall inform the superintendent of the records provided.
  - iv. Requests by board members for existing district information or documents should be made to the superintendent. The superintendent shall notify other board members of such requests.
- f. Complaints to Individual Board Member
- i. If employees, parents, students, or other members of the public bring concerns or complaints to an individual board member, he/she should listen politely and encourage the patron to seek resolution at the source of the complaint (teacher, principal, etc.) and/or refer them to the superintendent or other appropriate administrator, who shall proceed according to the applicable complaint policy. Depending on the circumstances, it may be appropriate for members to politely remind patrons that they have no authority as an individual board member and that if they get involved, then they would need to recuse themselves if the issues eventually came to the Board as a grievance or complaint. Regardless of circumstance, the board member will notify the superintendent of the complaint.
  - ii. Board members shall not conduct investigations of allegations on their own. Board members shall inform the superintendent of complaints first, and then, if dissatisfied with the response of the superintendent, may bring the matter to the attention of the Board during executive session, if appropriate for executive session.
  - iii. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the trustee may request that the issue be placed on the agenda.
- g. School Events – Board members are encouraged to attend school events and will be recognized/introduced only when in attendance as an official representative of the Board of Trustees (graduation ceremonies, certain banquets, etc.) and will set an example of good sportsmanship at all competitive events. Board members must exercise caution at social functions and avoid gathering in groups of more than two board members and will avoid any discussion of Board business.

#### IV. Campus Visits by Board Members

GKC (LOCAL)

- a. All visitors to the schools, including parents and board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office.
- b. Board members will notify the campus principal and superintendent prior to visiting a campus in an official capacity.
  - i. Board members shall not visit a campus in an attempt to evaluate or direct personnel.
  - ii. It is often difficult for staff members to view board members as parents rather than as board members. When visiting a campus or classroom as parents, board members shall observe protocol as follows:
    1. Make it clear that they are acting as parents.
    2. Follow the same rules and guidelines for all parents regarding campus visits.
    3. Never request nor accept extraordinary consideration for their children.
    4. Attempt to set a positive example for other parents.

#### V. Communications

- a. Board Member Communication with the Media
  - i. The superintendent serves as the official spokesperson for the district and the board president serves as the spokesperson for the board team to the media/press on issues of media attention.
  - ii. Media calls should be directed to the board president or superintendent.
  - iii. Board members asked for individual comments or opinions by the media/press are discouraged from responding and should direct the media/press to the superintendent or board president. However, if a board member chooses to respond they will qualify statements as being the opinion of the individual board member and not representative of the board as a whole or the school district.
- b. Communication between Board Members: For the purpose of this document, "communications" includes electronic communications, including email correspondence and text messaging.
  - i. Board members are free to communicate with each other on a one-to-one basis.



- ii. To avoid public speculation that the Open Meetings Act has been violated, board members must exercise extreme caution at social functions and avoid gathering in groups of more than two board members and will avoid any discussion of Board business.
  - iii. Unless a committee meeting has been posted according to the Open Meetings Act, board members that are not serving on the committee are not to attend the committee meeting.
  - iv. Communications should not be sent from one board member to more than two other board members, even if no reply is requested, expected, or received.
  - v. Board members who have received messages should not forward them if the result is that a quorum of board members will receive the message.
  - vi. If a board member wishes to provide information to the entire Board, the information should first be submitted to the superintendent, who will provide the information to all board members.
  - vii. A member or group of members of a governmental body commits an offense if they meet in numbers less than a quorum for the purpose of secret deliberations intended to circumvent Texas Government Code Chapter 551.
- c. Board Member Communication with District Staff
- i. Board members have the same rights as others to communicate with district employees regarding issues involving their own children.
  - ii. Board members have the right to communicate with district employees in personal conversation and social settings as long as such communication does not circumvent the role and authority of the superintendent. Circumvention occurs when the board member's intent is to persuade employees, direct employees, elicit a position from employees, or obtain information from employees without the Board's knowledge or superintendent's knowledge and/or consent.
- d. Board Member Communication with the School District's Attorney/Legal Counsel
- i. The Board authorizes the superintendent to contact legal counsel on behalf of the district.
  - ii. The Board President is also authorized to contact legal counsel on behalf of the district.
  - iii. The superintendent will update the Board on a regular basis as to district issues resulting and ongoing and substantial billing from legal counsel.

CRITERIA	<p>The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals and may at any time conduct and communicate oral evaluations to augment its written evaluations. The written evaluation shall be based on the Superintendent job description [see BJA] and other criteria identified by the Board.</p> <p>The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.</p>
OBJECTIVES	<p>The Board shall strive to accomplish the following objectives in conducting the Superintendent's evaluation:</p> <ol style="list-style-type: none"> <li>1. Clarify to the Superintendent his or her role, as seen by the Board.</li> <li>2. Clarify to board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.</li> <li>3. Foster an early understanding among new board members of the evaluation process and the Superintendent's current performance objectives and priorities.</li> <li>4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.</li> <li>5. Ensure administrative leadership for excellence in the District.</li> </ol>
FORMATIVE EVALUATIONS	<p>Formative evaluations will be conducted in closed session.</p> <p>The formative evaluation process will consist of the Board meeting in closed session to review current district progress toward goals and objectives set forth in the Superintendent Evaluation Instrument. The Board will then discuss with the Superintendent areas of accomplishment as well as areas in need of additional focus. A consensus document summarizing results of the formative evaluation will be created. The document will be signed by all board members present and provided to the Superintendent in a timely manner. The first formative evaluation that occurs following the annual board election should include discussion that fosters an early understanding among new board members of the evaluation process and the Superintendent's current performance objectives and priorities. All discussions will be held in a manner not to violate the Texas Open Meetings Act. The Board may discuss the Superintendent's contract at any formative evaluation.</p>

**SUMMATIVE  
EVALUATIONS**

A summative evaluation will be conducted in closed session annually in September/October and will include a discussion of the Superintendent's contract. The Board will use the approved evaluation instrument for the summative evaluation.

- a. A copy of the evaluation document will be completed in advance by each board member and brought to the evaluation meeting.
- b. The Board will individually review each section of the evaluation instrument and arrive at a rating and set of comments. The Board Secretary will compile all ratings and comments for the board to discuss and reach consensus. The Board will meet with the Superintendent to discuss the evaluation.
- c. A consensus evaluation will be signed by all Board members and the Superintendent. Copies will be kept on file by the Superintendent, the Board President, and the Board Vice-President. Other Board members may be provided a copy if requested.
- d. Individual board members may choose to share with the Superintendent copies of their individual Board evaluations; however, the consensus document will serve as the official record of the evaluation by the Board.
- e. Specific details of the Superintendent's evaluation are to be kept confidential and are not subject to the Texas Public Information Act. However, as part of the posted evaluation agenda item, the Board may issue a public statement regarding the overall level of satisfaction of the Board regarding the Superintendent's performance.
- f. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. BJCD (LEGAL)

**PENALTY FOR  
NONCOMPLIANCE**

Funds of the District may not be used to pay a Superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

**APPRAISAL  
PROCESS**

The Board shall appraise the Superintendent annually using either:

- 1. The commissioner's recommended appraisal process and criteria [see BJCD (EXHIBIT)]; or
- 2. An appraisal process and performance criteria that are:
  - a. Developed by the District in consultation with the District- and campus-level committees; and
  - b. Adopted by the Board.

*Education Code 21.354(c)*

**ANNUAL  
PERFORMANCE  
REPORT**

The information in the annual report describing the educational performance of the District [see BQ series] shall be a primary consideration of the Board in evaluating the Superintendent.

**VII. Board of Trustee Elections** **BBB (LOCAL)**

- a. Board members elected in a challenged race will be sworn in and seated as a serving board member at the first regular meeting, following the election.
  
- b. Board members elected in a non-challenged race will be sworn in and seated at the first board meeting after the election.
  
- c. Currently serving board members along with newly elected board members will all be invited to sit on the platform during the graduation ceremonies immediately following that election.

**VIII. Board Member Expense Guidelines** **BBG (LOCAL)**

- a. Board members shall be reimbursed for reasonable expenses incurred in carrying out board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.
  
- b. An amount for board member travel expense reimbursement shall be approved in the budget each year.
  
- c. If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.
  
- d. Reimbursement for use of personal car at the mileage rate currently approved by the Board, or the actual cost of lowest available fare for commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement and, to the extent feasible, attach receipts documenting actual expenses for which reimbursement is requested.


**IX. Board Self-Evaluation** **(NO LOCAL POLICY IN EFFECT)**

- a. The Board shall conduct an annual self-evaluation of Board and board member performance. The evaluation shall consider such items as role recognition, relationship with others, performance at board meetings, and self-improvement activities.


- b. At the board meeting following the annual self-evaluation, the board evaluation process will be reviewed and any revisions approved by a majority of the Board will be implemented for the following evaluation. Each board member shall annually sign the current Board Operating Procedures accepting their commitment to the procedures.


Signed this the 21st day of May, 2018.


  
\_\_\_\_\_  
Troy Zinn, President

  
\_\_\_\_\_  
Michelle Lehmkuhl, Vice-President

  
\_\_\_\_\_  
Wenda Dyer, Secretary

  
\_\_\_\_\_  
Lin Perry, Member

  
\_\_\_\_\_  
Raymon Puente, Member

  
\_\_\_\_\_  
Charles Miles, Member

  
\_\_\_\_\_  
Julia Cardona, Member