



**ROUND ROCK**  
INDEPENDENT SCHOOL DISTRICT

**BOARD OF TRUSTEES  
OF THE  
ROUND ROCK INDEPENDENT SCHOOL DISTRICT**

**As Adopted on  
March 28, 2019**

**OPERATING PROCEDURES**

# PREFACE

It is the responsibility of the Board of Trustees, as a body corporate, to create policy for the school district, and it is the responsibility of the Superintendent and staff to manage and lead the district, and ensure that the policies adopted by the Board are implemented. In effective school systems, the Superintendent and the Board function as a “Team of Eight.” The Round Rock Independent School District Board Operating Procedures provide guidance to the Board and the Superintendent in the operation of this “Team of Eight” so it may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the school district. The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district.

BA	<a href="#">BOARD LEGAL STATUS</a>
BAA	<a href="#">BOARD LEGAL STATUS - POWERS AND DUTIES</a>
BBA	<a href="#">BOARD MEMBERS - ELIGIBILITY/QUALIFICATIONS</a>
BBB	<a href="#">BOARD MEMBERS - ELECTIONS</a>
BBBA	<a href="#">ELECTIONS - REPORTING CAMPAIGN FUNDS</a>
BBBB	<a href="#">ELECTIONS - ETHICS</a>
BBC	<a href="#">BOARD MEMBERS - VACANCIES AND REMOVAL FROM OFFICE</a>
BBD	<a href="#">BOARD MEMBERS - TRAINING AND ORIENTATION</a>
BBE	<a href="#">BOARD MEMBERS - AUTHORITY</a>
BBF	<a href="#">BOARD MEMBERS - ETHICS</a>
BBFA	<a href="#">ETHICS - CONFLICT OF INTEREST DISCLOSURES</a>
BBFB	<a href="#">ETHICS - PROHIBITED PRACTICES</a>
BBG	<a href="#">BOARD MEMBERS - COMPENSATION AND EXPENSES</a>
BBI	<a href="#">BOARD MEMBERS - TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS</a>
BDAA	<a href="#">OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS</a>
BDAE	<a href="#">OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF DEPOSITORY</a>
BDAF	<a href="#">OFFICERS AND OFFICIALS - SELECTION AND DUTIES OF CHIEF TAX OFFICIALS</a>
BDB	<a href="#">BOARD INTERNAL ORGANIZATION - INTERNAL COMMITTEES</a>
BDD	<a href="#">BOARD INTERNAL ORGANIZATION - ATTORNEY</a>
BDF	<a href="#">BOARD INTERNAL ORGANIZATION - CITIZEN ADVISORY COMMITTEES</a>
BE	<a href="#">BOARD MEETINGS</a>
BEC	<a href="#">BOARD MEETINGS - CLOSED MEETINGS</a>
BED	<a href="#">BOARD MEETINGS - PUBLIC PARTICIPATION</a>
BF	<a href="#">BOARD POLICIES</a>
BJA	<a href="#">SUPERINTENDENT - QUALIFICATIONS AND DUTIES</a>
BJB	<a href="#">SUPERINTENDENT - RECRUITMENT AND APPOINTMENT</a>
BJC	<a href="#">SUPERINTENDENT - CONTRACT</a>
BJCB	<a href="#">SUPERINTENDENT - PROFESSIONAL DEVELOPMENT</a>
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BJCE	<a href="#">SUPERINTENDENT - SUSPENSION/TERMINATION DURING CONTRACT</a>
BJCF	<a href="#">SUPERINTENDENT - NONRENEWAL</a>
BJCG	<a href="#">SUPERINTENDENT - RESIGNATION</a>
BKB	<a href="#">ADMINISTRATIVE ORGANIZATION - LINE AND STAFF RELATIONS</a>
BP	<a href="#">ADMINISTRATIVE REGULATIONS</a>
BQ	<a href="#">PLANNING AND DECISION-MAKING PROCESS</a>
BQA	<a href="#">PLANNING AND DECISION-MAKING PROCESS - DISTRICT-LEVEL</a>
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# ROUND ROCK ISD BOARD OF TRUSTEES CODE OF ETHICS [BBF (LOCAL)]

As a member of the Board of Trustees, 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.
- I will make certain that community members understand my role as a Trustee is to facilitate questions and complaints being resolved at the administrative level by the Superintendent or staff in accordance with local policy.

## **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.
- I will not physically or verbally threaten or intimidate another Trustee or staff member on or off school property.

## **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.
- I will not encourage community members to work against the district and fellow Trustees.

## **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.
- I will reflect my "at-large" Board position in all my decisions.

# BOARD MEETINGS

## **DEVELOPING MEETING AGENDA [BE (LEGAL), BE (LOCAL), BEC (LEGAL)]**

### A. Placement of Items on the Agenda

1. In consultation with the Board President and another Trustee, the Superintendent, or designee, shall prepare the agenda for all Board meetings. If a Trustee requests that a subject be included on the agenda for a meeting, the request shall be made in writing to the Board President and the Superintendent. The Board President will reply with an approval or a denial in writing. If the Board President approves the request, the Superintendent shall include the requested subject on the agenda. If the Trustee's request is denied by the President, the Trustee may bring the request to the entire Board using #2 below.
2. Upon the call for future agenda items at the conclusion of Board meetings, items shall be placed on a future agenda only if three members of the Board agree to place the item on a future agenda. Generally, the item shall be placed on an agenda no later than two regularly scheduled Board meetings, following the request.
3. The agenda for meetings of the Board shall normally be closed at noon of the eighth calendar day preceding regular meetings and at noon of the third calendar day for all other meetings. The notice of any emergency addendum to the agenda must be posted at least two hours before the meeting.
4. The final agenda, with accompanying synopses and documentation, shall be presented to the Board on the Friday prior to the scheduled regular Board meeting.

### B. Open Session Agenda BEC (LEGAL)

1. All personnel issues must be discussed within guidelines established by the Texas Open Meetings Act.
2. Issues that violate an individual's right to privacy under the Texas Open Meetings Act, the Texas Open Records Act, or other applicable statute or regulation cannot be placed on the public portion of the agenda, unless specifically required to be conducted in open session by the Texas Open Meetings Act or requested by the individual who is the subject of the discussion.
3. The Board is not required to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. *Gov't Code 551.074*
4. The closed meeting exception for personnel matters does not apply when the Board discusses an independent contractor who is not a school employee, such as an engineering, architectural, or consultant firm, or when the Board discusses a class or group of employees, not a particular employee.

### C. Order of Business BE (LOCAL)

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

The Board intends to give all citizens an opportunity to participate in the discussion of public business being considered and decided by the Board. In order to provide full information and the right of participation to the public, the following will be the order of business for regular Board meetings.

1. Call to Order
2. Pledge of Allegiance
3. Adoption of minutes
4. Recognitions and Introductions (limited to 20 minutes)
5. Public Communication Regarding Items Not on the Agenda  
 At each regular meeting, the Board will set aside 20 minutes to afford the general public an opportunity to speak to the Board on any matter concerning the education of students and the business of the Board that is not listed on the Board agenda. [See BED (LOCAL) for rules and procedures for the communication regarding items not on the agenda]
6. Superintendent's Report
7. Items for Discussion Only
8. Action Items for Consideration by Consent
9. Public participation on consent items  
 Removal of any consent item as requested by any Trustee
10. Action items  
 Public participation on Action Items
11. Public Communications Regarding Items Not on the Agenda (continued from item 5.)
12. Board Announcements and Request for Future Agenda Items
13. Adjournment

The order of business may be changed by the presiding officer with the consensus of Trustees present.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

- D. The Board shall maintain a planning calendar which is reviewed at least annually. [BJCD (Exhibit)]
- E. Individual Trustee Meeting Preparation
  1. Trustees will review agenda and all materials prior the start of the Board meeting.
  2. Trustees will arrive at Board meetings in a timely manner.
  3. Trustees will direct individual requests for additional materials or information relating to agenda related questions to the Superintendent prior to the meeting.

## **CONDUCT DURING BOARD MEETINGS [BE (LOCAL), BED (LOCAL), BEC (LEGAL)]**

### A. Members of the Public Addressing the Board

1. Registering to speak: Each member of the public wishing to speak to the Board at a regular meeting shall sign up on a form provided by the Board. Forms will be available one hour before the meeting is scheduled to begin. This form must be completed and submitted on the day of the meeting before the scheduled time listed in the agenda for the meeting to begin.
2. At each regular meeting, the Board will set aside 20 minutes to afford the general public an opportunity to speak to the Board on any matter concerning the education of students and the business of the Board that is not listed on the Board agenda.
3. Individuals will be allowed no more than three (3) minutes to speak. A member of the public who is speaking for groups or several persons shall be given up to five (5) minutes to make the group's presentation. At least three group members must be present for an individual speaking to receive

five (5) minutes. Other people present must be recognized for the chair to allow five (5) minutes. No person shall be allowed to exchange his or her time with another person.

4. The Board may modify these times and requirements.

B. Board Response to Patrons Addressing the Board

In accordance with the Texas Open Meetings Act, Trustees may hear comments from the public, but may not engage in discussion on any topic that is not on the legally posted agenda, except as authorized by law.

C. Discussion of Individual Employees and/or Students

The Board will not permit comments on individual personnel in public session that would violate Board policy.

D. Discussions and Limitations BE (LOCAL)

The Board President may halt discussion that does not apply to the business before the Board.

The Board President may also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit expires.

E. Public Hearings BE (LOCAL)

1. Public hearings may be called by the President of the Board or upon the request of a majority of the members of the Board when it appears helpful to the Board to receive extended public input on a particular subject. The procedure for public participation during a public hearing will be established and announced at the time the public hearing is called and at the start of the public hearing.)
2. During hearings, the Board is assembled to gather input only, unless properly posted for Board action.
3. The Board will not answer questions or enter into two-way dialogue except as provided for hearings before the Board pursuant to: DGBA (LEGAL), DGBA (LOCAL), EFA (LOCAL), FNG (LEGAL), FNG (LOCAL), GF (LEGAL), and GF (LOCAL).
4. Rules for public hearings will be strictly adhered to.
  - a. The Board will limit response from testifying individuals to three (3) minutes per individual. This time limit may be modified by a majority vote of the Trustees present.
  - b. A member of the public who is speaking for groups or several persons shall be given up to five (5) minutes to make the group's presentation. At least three group members must be present for an individual speaking to receive five (5) minutes. Other people present must be recognized for the chair to allow five (5) minutes. No person shall be allowed to exchange his or her time with another person.
  - c. The Board will accept written and/or oral testimony.
  - d. The Board may not allow duplicative, scripted testimony.
  - e. The Board may adopt additional rules as it deems appropriate.

F. Parliamentary Procedures BE (LOCAL)

1. The Board shall observe and have a strong working knowledge of the parliamentary procedures in *Robert's Rules of Order* (latest edition), except as otherwise provided in Board procedural rules or by law.
2. Procedural rules may be suspended at any Board meeting by the Board.

#### G. Campaigning for Office

No Trustee shall campaign for office for themselves or for or against other candidates in any Board meeting.

#### H. Discussion of Motions BE (LOCAL)

1. All discussions shall be directed solely to the business currently under discussion as posted on the agenda.
2. The Board President or meeting chair has the responsibility of keeping the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board as posted on the agenda.
3. The Board President or meeting chair may recognize a Board member prior to the Board member giving his/her comments.
4. The Board President or meeting chair may also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit expires.

#### I. Voting BE (LOCAL)

1. The Board President shall have the right to discuss, make motions, and resolutions, and vote on all matters coming before the Board. BDAA (LOCAL)
2. No Trustee shall discuss or vote on a motion if the action would violate state or federal law or policies BBFA (LEGAL), BBFA (LOCAL), or BBFB (LEGAL).
3. All votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.

#### J. Meeting Protocol

1. Trustees shall wear appropriate professional dress at all regularly scheduled Board meetings.
2. Trustees shall not use cell phones or other electronic devices with the exception of the District issued device while seated at the dais during the course of a Board meeting.
3. No Trustee shall communicate with another Trustee(s) or any other person by use of electronic or email methods which are not available for viewing by the general public.
4. Cell phone use will be allowed at the end of the meeting when calendaring an event.

#### K. Board Sanctions

Trustees are expected to comply with Board Operating Procedures, Board Policy, and other best practices to serve the best interests of the District. In the event a Trustee violates the Board operating procedures and/or Board policy, the Board may choose:

1. To post an item for discussion regarding the Trustee on an upcoming Board agenda in closed session. During the closed session, Trustees shall discuss the concern with the Trustee, attempt to gain greater understanding, and try to resolve the matter.
2. If the Trustee continues to violate Board operating procedures and/or Board policy the Board shall place the discussion of the Trustee on another Board agenda in closed session. At this meeting, the Board may choose in open session to direct the Trustee to receive additional training designed to address the specific issue.



3. Following a third violation of Board operating procedures or Board policy, the Board:
  - a. May choose to issue a public censure at a legally called Board meeting in open session. The censure will consist of a calmly worded statement describing the inappropriate behavior of the Trustee, an explanation of the desired behavior, and a statement of agreement by a majority of the Trustees that the behavior is inappropriate, and/or
  - b. May choose to remove the Trustee from any Board-appointed or elected officer position or responsibility, from membership or chairmanship of a Board committee, and/or from appointment to positions outside the Board as a District representative.
4. If a Trustee violates the Board operating procedures or Board policy a fourth time, the Board of trustees may:
  - a. Vote to withhold financial resources from the offending Trustee, such as disallowance of reimbursement for attendance at out-of-town conventions, seminars, or other District related travel, and/or
  - b. In extreme situations, may agree to ask the offending Trustee to resign.

### **RESPONSIBILITIES OF BOARD OFFICERS [SEE BDAA (LOCAL)]**

#### A. Board President

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Call special meetings of the Board. [See BE]
4. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.
5. Decide all questions of order in accordance with Robert's Rules of Order, Newly Revised, as modified by Board policy.
6. Perform all customary duties of the office and other duties as may be required by law or the Board.
7. Ensure that all Board members are equally informed regarding the pertinent issues of the District.
8. Serve as the official representative of the Board unless another member is designated by the Board to so serve.
9. Participate in Board President training offered by the Texas Association of School Boards prior to being elected President or no later than 90 days after being elected President.

#### B. Board Vice President

The Vice President of the Board shall:

1. 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.
2. Act in the capacity and perform the duties of the Secretary of the Board in the event of the absence or temporary incapacity of the Secretary.
3. Become President only upon being elected to the position.

### C. Board Secretary

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board. If the Secretary is unable to sign, the Board may authorize another Trustee.

## **EXECUTIVE ASSISTANT ASSIGNED TO THE BOARD**

The Executive Assistant to the Board is an employee of the District and is not a member of the Board. The Executive Assistant to the Board shall take the official minutes of all Board meetings and public hearings. The Executive Assistant will provide a draft of the minutes to the Board Secretary for review in a timely manner prior to the minutes being approved by the full Board.

In addition, the Executive Assistant is responsible for completing the following tasks for the Board:

1. forwards Board written correspondence and e-mail,
2. maintains the Board calendar of events,
3. contacts Trustees concerning possible meeting dates and time,
4. assists the Board with constituent contacts,
5. makes travel arrangements and reservations for Board trainings or conferences,
6. maintains Board files, assists with Board purchases, tracks completion of Board member training credits, and provides assistance to the Superintendent's office in assembling weekly Board deliveries to Trustees and other duties as assigned by the Superintendent or designee.

## **BOARD REORGANIZATION/ELECTION OF OFFICERS**

- A. The election of Board officers is governed by Board policies BDAA (LEGAL), BDAA (LOCAL), and this Board operating procedure and must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. The Board members shall comply with the requirements of the Board's policies, operating procedures, and the Texas Open Meetings Act in the selection of officers.
- B. Any Board member who seeks to be elected as an officer shall inform the Superintendent. The notification shall be in writing, which can include email, and shall state only the following: "I intend to seek to be elected as an officer of the Board." To be elected as Board president, vice president, or secretary, trustees shall have at least one year of Board service prior to holding office to the extent possible. An exception will be made for a secretary candidate with a graduating senior.
  1. Trustees seeking to be elected as Board president shall participate in Board president training offered by the Texas Association of School Boards prior to being elected president or no later than 90 days of being elected president.

2. High school diplomas are signed by the Board secretary and president. Traditionally Board members who have a graduating senior the following school year may be elected secretary.
  3. If more than one trustee has a graduating senior, then the trustee with seniority may be elected secretary. Current and former Board members shall be invited to present diplomas to their own children upon their graduation. [See FMH (LOCAL)]
- C. Upon receiving notice that a Board member seeks election to be an officer, the superintendent will promptly notify the other Board members of the intent of the Board member.
  - D. A Board member may choose to withdraw his/her name from consideration for an officer during the Board officer election meeting or by notifying the superintendent at any time prior to the Board officer election meeting.
  - E. After newly elected or appointed Board members are sworn in, at the December Board meeting the Board may enter into executive session for the purpose of deliberating the duties and qualifications of a public officer.
  - F. When reconvened in open session the Board will, in compliance with the Texas Open Meetings Act, consider nominations of members for officers. A nomination requires a second. The Board will vote for each office in turn, beginning with the Board president. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
  - G. For the purposes of this section only, “current Board president” refers to the person who was president at the time of the most recent election. The current Board president shall conduct the new officer elections. If the current Board president was up for re-election and either chose not to run or was not re-elected, the current Board Vice President followed by the Secretary shall preside over the Board until the Board’s reorganization, the following December. See Policy BDAA (Local).
  - H. Newly elected officers will assume responsibility for their office immediately upon completion of the entire election process.
  - I. In the event of a vacancy in an officer’s position, the Board may, by majority action of the Board at any duly called meeting, fill the vacancy.

## **BOARD COMMITTEES [BDB (LEGAL & LOCAL)]**

The Board may from time to time as it deems necessary create committees to facilitate the efficient operation of the Board.

A committee that includes one or more Trustees and has supervision or control over public business or public policy is subject to the Open Meetings Act when it meets to discuss that public business or policy. All committee meetings shall be properly posted to comply with the Open Meetings Act.

### A. Board Committees

1. The President shall appoint members to special committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action. The function of committees shall be fact-finding, deliberative, and advisory. Special committees shall be dissolved upon completion of the assigned task or vote of the Board.

2. The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.

#### B. Committee Charter

1. Each committee shall operate under a committee charter that clearly outlines the committee's purpose, organization, objective, duties and responsibilities. Committees may transact business only within specific authority granted by the committee charter.
2. Charters for committees shall be attached to this policy as exhibits, but the exhibits shall not be Board policy. [See BDB(EXHIBIT)]

#### C. Rules for Committee

1. The chair of the committee, subject to direction of the committee, shall determine the rules for committee meetings. All rules shall comply with applicable law and *Robert's Rules of Order*.
2. The District shall post an agenda of all meetings of any committee if at least one Board member is a member of the committee.
3. The chair of the committee shall determine the need for public participation at committee meetings, subject to direction of the committee, and shall provide notice in the posting of the agenda for the committee if public participation will be requested.
4. Meetings of all Board committees shall be video-taped or audio-recorded.

#### D. Transacting Business

1. Committees may transact business only within specific authority granted by the committee charter. To be continuously binding, all such business must be reported to the Board at the next regular or special meeting for discussion and/or action and entry into the minutes as a public record.

#### E. Round Rock ISD Committee Charters

The Round Rock ISD currently has two Board committees whose charters are found under Policy BDB (Exhibit) and read as follows.

##### 1. Policy, Innovation and Budget Committee Charter

**Purpose:** The purpose of the policy committee will be to assist the Board in discharging its duty to adopt policies that provide for an efficient and effective operation of the District within the parameters established by law. To this end, the committee chairperson will report regarding the policy committee's recommendations to the Board at a subsequent Board meeting.

**Organization:** The chairperson and members of the policy committee will be appointed by the Board President.

**Objective:** The objective of the policy committee is to review and to make recommendations to the Board for adoption of policies that clearly communicate the framework within which the District may operate.

**Duties and Responsibilities:** The duties and responsibilities of the policy committee will include the following, in addition to other duties and responsibilities as may be delegated to the committee from time to time by the Board:

- Conduct ongoing review of District policies;
- Ensure policies comply with law;
- Consider and discuss policy recommendations made at Board meetings;
- Receive information from staff concerning District regulations and procedures; and
- Make recommendations for policy adoption at Board meetings.
- Review data pertinent to the identification of innovative initiatives
- Review and advise on innovative projects
- Review and update comprehensive District Technology Plan
- Review and advise on long-term budgetary and financial issues

## 2. Facilities and Finance Committee Charter

**Vision:** The Round Rock Independent School District will be a place of nurturing, compassion, truth, happiness, respect, creativity, research, and self-actualization. All students, staff, and parents will be inspired to become partners in the quest for knowledge.

**Mission:** Round Rock Independent School District will provide exemplary education, guidance, and encouragement to empower all students to reach their individual potential and become contributing members of a diverse community.

**Objective:** To ensure that district facilities are appropriate and conducive to providing the best learning environment for all of our students.

**Purpose:**

- Review and advise on effective utilization of current facilities
- Review the progress of facility projects
- Advise on the department of facilities planning processes and timelines
- Review and advise funding priorities for facilities projects
- Receive and review facilities proposals from departments and program areas
- Review and advise on future district facility needs

**Duties & Responsibilities:** Committee Chair will be appointed by the Board of Trustees President. The committee will meet quarterly, or as needed, and report to the Board quarterly, or as needed. This committee will serve in an advisory capacity to the Board of Trustees. Decisions on recommendations by the committee will be made by the Board of Trustees.

**Committee Members:**

1. Chair
2. Board Member
3. Board Member
4. Superintendent Liaison
5. ExOfficio Member - Superintendent
6. ExOfficio Member - Board President

# ANNUAL EVALUATIONS

## SUPERINTENDENT EVALUATION [BJCD (LOCAL), BJCD (LEGAL)]

### A. Criteria

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.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

### B. Definitions

1. Formative conference(s) – meeting(s) held between Trustees and Superintendent designed to modify and improve the ongoing performance of the Superintendent.
2. Summative conference(s) – meeting(s) held between Trustees and Superintendent designed to make a final judgment about the continuation of the Superintendent's employment.

A formative evaluation is continuous and is conducted quarterly. A summative evaluation is "one-time" and final.

### C. Objectives

The Board shall strive to accomplish the following objectives in conducting the Superintendent's evaluation.

1. Clarify to the Superintendent his or her role, as seen by the Board.
2. Clarify to Trustees 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.
3. Foster an early understanding among new Trustees of the evaluation process and the Superintendent's current performance objectives and priorities.
4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
5. Ensure administrative leadership for excellence in the District.

### D. Time Of Evaluation

Each year, prior to the September meeting of the Board, or on the month of the Superintendent's one year employment anniversary, the Board and Superintendent shall meet in closed meeting and discuss the performance of the Superintendent.

### E. Procedure

In compliance with the Texas Education Code, the Board shall prepare a written evaluation of the Superintendent, based on the Superintendent's job description. (See BJA) A copy of the completed evaluation shall be provided to the Superintendent prior to meeting with the Board in closed session. The summative evaluation shall reflect a consensus of the Board and the Superintendent regarding the performance of the Superintendent in the previous year and expectations for future performance. The feedback and direction provided by the Board to the Superintendent during the evaluation process is essential for quality leadership and goal attainment in the District.

If consensus cannot be reached regarding the evaluation and contract proposals, the Superintendent may request further consideration. He or she may request a public or private hearing regarding any aspect of the evaluation process.

Once consensus has been reached regarding the Superintendent's evaluation and proposed contract amendments and no later than the September Board meeting, the Board shall convene in open session to vote on the adoption of the Superintendent's evaluation and any amendments to be made to the contract.

Formative evaluation meetings between the Board and the Superintendent shall be held quarterly throughout the year to review progress and to allow adjustments to performance expectations based on significant changes in the District.

F. 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)*

G. Annual Performance Report

The information in the annual report describing the educational performance of the District (See AIB) shall be a primary consideration of the Board in evaluating the Superintendent. *Education Code 39.307(3)(c)*

H. 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)*

I. Confidentiality

A document evaluating the performance of the Superintendent is confidential. *Education Code 21.355*

## **BOARD SELF-EVALUATION**

The Board shall annually conduct a self-evaluation of Board and Trustee performance. The evaluation instrument shall be selected and approved by the Board.

# BOARD DEVELOPMENT

## CONTINUING EDUCATION

The SBOE requires the Board President to make a public announcement at the last regular Board Meeting in the calendar year of the names of those Board members who have completed the required continuing education, who have exceeded the required hours, and who are deficient in continuing education hours. (BBD Legal & BBD Local)

### **Overview of Continuing Education Requirements for School Board Members**

Continuing Education Required of Local School Board Members	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	At least 3 hours Required within 60 days of election or appointment	Not required	Local district
Orientation to the Texas Education Code	1	3 hours Required within 120 days of election or appointment	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session: length determined by issues addressed in legislation</i>	Any registered provider
Team-building Session must include a review of the roles, rights, and responsibilities of the local board as outlined in the Framework for Governance Leadership and an assessment of continuing education needs of the board-superintendent team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessed needs	3	At least 10 hours	At least 5 hours each year	Any registered provider
Continuing Education Required of All Elected Public Officials— Effective 1/1/2006		First Year Board Member	Experienced Board Member	Provider
Open Meetings Training		1 hour Required within 90 days of election or appointment		Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement (BBD Local)		Attorney General's Office or other approved provider

Questions about continuing education requirements? E-mail [Its@tasb.org](mailto:Its@tasb.org) or call call 800.580.8272, extension 2453.

Questions about Leadership Team Services (LTS) programs and services? Visit [LTS.tasb.org](http://LTS.tasb.org), or call 800.580.8272, extension 2452.



Updated: 8/14

The Board will strive to attend a minimum of one of the following events each year as a team, depending on available funding:

1. TASA/TASB Convention
2. TASB Summer Leadership Institute
3. To ensure the most effective use of District funds, the Board President will coordinate the training activities that Trustees will attend where travel or large enrollment fees are required.
4. Trustees who desire to attend a workshop or convention should inform the Board President and Superintendent and seek approval prior to making plans or financial commitments. A Trustee may



receive reimbursement for legitimate business expenses incurred in attending approved continuing education programs in accordance with District policies and procedures and applicable law.

### **NEW BOARD OF TRUSTEE ORIENTATION [BBD (LEGAL)]**

- A. Within 30 days before or after a Trustee’s election or appointment, the new Trustee shall participate in a local orientation session. The purpose of this orientation is to familiarize the new Trustee with local Board policies and procedures and District goals and priorities. As a part of the local orientation session, the Superintendent and the Board President will sit with the new Trustee and provide the Trustee with the District Orientation Book
- B. The Board has developed orientation materials to ensure new Trustees have adequate information as they begin Board service. The Board shall annually review the new Trustee Orientation materials to ensure they remain current and complete. When a new Trustee is seated, the Board President may appoint Trustees to work with the new member to assist him/her to work through the orientation materials.
- C. The Board President will schedule a meeting to orient new Trustees about Board operations within two weeks after new Trustees assume the duties of their respective offices. At this meeting, each new Trustee will receive copies of the Superintendent’s current contract, the instrument for Superintendent evaluation, Strategic Plan and Goals, Board Operating Procedures, and a list of Board and administration committees having Trustee representation.
- D. The Superintendent will schedule a meeting to orient new Trustees about District operations within four weeks after they assume the duties of their respective offices. The Superintendent will also coordinate a meeting between new Trustees and members of the Superintendent’s Executive Leadership Team within four weeks after new Trustees assume the duties of their respective offices.

### **TEAM BUILDING [BBD (LEGAL)]**

Annually, the entire Board, including all Trustees, shall participate with the Superintendent in a team building session facilitated by a regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours.

The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. The assessment of needs shall be based on the framework for governance leadership [see BBD (EXHIBIT)] and shall be used to plan continuing education activities for the governance leadership team for the upcoming year.

## INDIVIDUAL TRUSTEES

### **INDIVIDUAL TRUSTEE REQUEST FOR INFORMATION OR REPORT [BBE (LEGAL), BBE (LOCAL)]**

- A. Trustees are entitled to the information they require to make informed decisions on the matters before them.
- B. Requests for information shall be submitted in writing to the Board President and Superintendent.
- C. A Trustee's right to request information from the Superintendent does not entitle the individual Trustee to request or require the Superintendent to give or produce reports. Only a majority of the Board of Trustees can require the Superintendent to produce, give, or create a report of information that does not already exist in a document maintained by the District.
- D. Information requested by a Trustee shall be provided to all Board members, along with the request.

When acting in the member's official capacity, a Trustee has an inherent right of access to information, documents, and records maintained by the District.

"Official capacity" means all duties of office and includes administrative decisions or actions.

The District shall provide the information, documents, and records to the Trustee without requiring the Trustee to submit a public information request under Texas Government Code Chapter 552 (Public Information Act) and without regard to whether the requested items are the subject of or relate to an item listed on an agenda for an upcoming meeting.

### **COMMUNICATIONS GBBA (LOCAL)**

#### A. Communication Between Trustees

- 1. Trustees are free to communicate with each other on a one-to-one basis.
- 2. To avoid public speculation that the Open Meetings Act has been violated, Trustees must exercise extreme caution at social functions and not discuss any public business.
- 3. Unless a committee meeting has been posted according to District policy, the Open Meetings Act, Trustees that are not serving on the committee are not to attend the committee meeting.
- 4. Trustees who receive messages, including email messages, regarding District business shall not forward the messages to other Trustees.
- 5. If a Trustee wishes to provide information to the entire Board, the information should first be submitted to the Superintendent, who will provide the information to all Trustees.
- 6. Trustees may email the Superintendent, the Board chair, or other individual Trustees, but should never send an email reply to all recipients or otherwise respond to multiple Trustees.

#### B. General Communications

- 1. Board meetings: Every effort will be made to cooperate with the news media to ensure complete and accurate coverage of all Board meetings.

2. News releases: News releases of a political or controversial nature, as well as those concerning the overall operation of District schools, or that involve more than one campus shall be made by the Superintendent or designee.

Routine news items concerning athletic events, programs, and local campus activities may be released to the news media by the Communications and Community Relations Department.

The broadcast or telecast of school events in compliance with UIL rules, and that does not identify the schools with the promotion of any commercial or political enterprise shall be permitted with prior approval of the principal.

Media activities shall not cause more than a minimal interruption to students and staff in the instructional program.

#### C. Communications with The News Media During A Crisis [GBBA (Local)]

The Superintendent or designee serves as the official spokesperson for the District to the media and press. If a Trustee chooses to respond to a request for an individual comment or opinion from the media/press they should clearly qualify any statement as being the opinion of the individual Trustee and not representative of the Board as a whole or the school District.

In a building-level crisis situation, the principal shall advise the Superintendent at the earliest appropriate time. The principal is in charge of building-level communications. The Executive Director of Communications and Community Relations shall assist by acting as liaison with news media representatives.

In a District-wide crisis situation, the appropriate administrator shall advise the Superintendent at the earliest appropriate time. The Executive Director of Communications and Community Relations shall assist by acting as liaison with news media representatives.

#### D. Communications by Email

Trustees are discouraged from responding to anonymous communications and, in general, will not act upon it (except for fraud, unlawful or other questionable RRISD activities which can be reported in confidence) and should instead forward such communications to the Superintendent.

Email communications received by all Trustees shall be acknowledged to the sender by the Board President within 48 hours or by the Vice President, or a designee, if the Board President is unavailable to respond. The Board President's response shall be copied to RRISD Superintendent and Executive Director of Communications and Community Relations, who will, in turn, communicate with the other Trustees that a response has been provided.

Trustees who receive email communications and choose to respond in writing shall remind the sender that the Trustee is responding only as an individual and not on behalf of the entire Board of Trustees. The Trustee shall not make any commitment as to the District's position or response to the concern expressed and shall refer the sender to the Superintendent and the Executive Director of Communications and Community Relations so that the concern can be addressed by the appropriate staff member.

All responses to electronic communications shall be copied to the Superintendent and the Executive Director of Communications and Community Relations. Trustees are encouraged to use the Board President's email response below:

*Thank you for your email to the Round Rock ISD Board of Trustees. We value the opinion and feedback of our community members, parents and teachers and greatly appreciate the opportunity to hear from you. Your email will also be forwarded to our superintendent, Dr. Steve Flores, pursuant to Board policy, so he will be aware of your correspondence, and to Jenny LaCoste-Caputo, Executive Director of Communications and Community Relations, who tracks correspondence concerning the District.*

*Thank you again for taking the time to write.*

*Respectfully,  
Diane M. Cox, President  
RRISD Board of Trustees*

#### E. Board Communication with Staff

1. Trustees have the same rights as others to communicate with District employees regarding issues involving their own children.
2. Trustees 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 and other supervisory staff members.
3. No Trustee can direct employees in the performance of their duties or persuade employees, elicit a position from employees, or obtain information from employees without the Board's knowledge or Superintendent's knowledge and/or consent.
4. Communication with staff regarding any professional and school business purposes must be initiated through the Superintendent's office.

#### F. Board Communication with Legal Counsel [BDD (Local)]

The Board shall retain an attorney or attorneys, as necessary, to serve as the District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

If an investigation of a Trustee becomes necessary, the District shall retain outside counsel. The outside counsel shall be authorized, retained, and directed by the Board President, in consultation with the Board Counsel, and shall not act at the direction of the Superintendent.

In accordance with the written contract, individual Trustees shall channel legal inquiries through the Superintendent or Board designee, as appropriate, when advice or information from the District's legal counsel is sought.

A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.

## **INQUIRIES, COMPLAINTS TO THE BOARD [BBE (LOCAL)]**

### A. Individual Authority for Committing the Board

Trustees as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. (See BDAA)

### B. Referring Complaints

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Trustee, he or she shall refer them to the Superintendent. (See (LOCAL) policies at DGBA, FNG, and GF)

All complaints shall begin no higher than Level Two, to be heard by a hearing officer, even when the concern or complaint directly pertains to the Board's own actions or policy, so that a record can be created at Level Two and the administration can attempt to mediate or resolve the concern at the lowest possible level.

### C. The Board's Role

Trustees shall not conduct investigations of allegations on their own. Trustees 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 closed session, if appropriate for closed session. Such discussion in closed session must be properly posted.

### D. Individual Trustee Response

Individual Trustees approached with a complaint are encouraged to listen politely and remind the complainant that it is the desire of the District to resolve all issues, but that attempted resolution needs to begin at the source of the complaint (teacher, principal, etc.) and that local Board policy FNG outlines the formal process for filing a complaint if the issue cannot be resolved informally. Trustees are encouraged to remind complainants that informal involvement on their part would require the Trustee to recuse themselves should the Board become formally involved in the issue.

### E. The Superintendent's Role

The Superintendent shall thoroughly investigate allegations of fraud, misconduct, theft, abusive behavior, incompetence, sexual harassment, cheating, and other related activities by staff members, students, volunteers, community members, or vendors that could be a threat to children or the reputation of the District. The Superintendent shall inform the Board at the appropriate time of the investigation. Trustees shall not be involved with nor impede any such internal investigation.

## **BOARD MEMBER VISIT TO SCHOOL CAMPUS**

- A. Trustees are encouraged to attend any school's events as often as possible as their time permits. However, Trustees should use good judgment with regard to actions, discussions and frequency of visits.
- B. Trustees may visit campus in her/his role of parent. However, if there is any doubt of the Trustee's role, the Trustee should notify the Superintendent's office prior to the visit.

- C. Trustees must notify the Superintendent’s office, in advance, of the time and purpose of an uninvited visit or any visit to a campus that is made in the role of Trustee.
- D. Trustees are not to go unannounced into teacher’s classrooms or extended learning areas during school hours. Classroom visits will be made by invitation only.
- E. Campus visits may not be made in conjunction with campaigning for reelection. Campaign statements shall not be made at meetings of organizations that qualify for 501(c)3 status that occur on school property or at school-sponsored or school-related events, unless such statements are made as part of a candidate forum event sponsored by the organization.
- F. Trustees are not to assume a supervisory role for staff or students during campus visits.
- G. Unless the Trustee is a parent or guardian of a child or other close relative of the child, Trustees shall not participate in staff or student activities unless specifically requested or invited to do so by the campus administration. The Trustee shall notify the Superintendent’s office when an invitation to participate in a campus event has been received. Trustees shall not serve as an officer with the booster club, nor shall they serve on the campus site-based team.
- H. Trustee campus visits related to their personal business and unrelated to school District business will be handled in the same manner as any other visit to the campus. Each year before the beginning of the school year, the Board President and Superintendent will assign a Board member to each Learning Community. The purpose of the Learning Community assignments is to assist the Board members to continue to engage in the community by having the schools invite the Trustee to special events, faculty/staff recognitions, and student recognition ceremonies being held on their campus. From time to time, the school principal will send each Trustee a special invitation to attend any campus event which is open to community members District-wide. Trustees are to notify the Superintendent's office if they plan to attend any campus event with the exception of events where Trustees’ children are participating.
- I. Trustees are required to abide by local policy BBE and regulation GKC. All visitors to a campus must present state-issued photo identification or District badge. A campus-designated staff member will scan the identification and conduct a check against the Registered Sex Offender Database. If no match is found, a badge indicating the date, time, and location of the visit will be provided to the visitor.

## COMMUNITY RELATIONS

- A. Trustees are encouraged to attend school activities and take part in community events and should serve as positive ambassadors for Round Rock ISD.
- B. A Trustee retains the right to speak to anyone as an individual, but must understand that any comment will likely be interpreted by the listener as being an “official” statement of the Board.

# BOARD ANNUAL CALENDAR

## BOARD CALENDAR [BJCD (Exhibit)]

A. Below is an annual list of items that may be on a Board meeting agenda on that particular month. The Superintendent and the Board have the option to modify this list as needed.

### January

- Public Hearing: District Annual Report and TAPR
- District Improvement Plan Goals Progress Monitoring
- Team of Eight Training

### February

- Elementary and Secondary Summer Learning
- Direct to College Enrollment and College Readiness Assessments Performance

### March

- Budget Discussion
- Instructional or Enrichment Programs Update
- Approval of SHAC Members

### April

- Budget Discussion (*continued*)
- Renewal and Non-Renewal of Chapter 21 Contracts
- Preliminary STAAR 5<sup>th</sup> and 8<sup>th</sup> Reading and Math Report
- Commencement Ceremony Plan Review

### May

- Instructional or Enrichment Programs Update
- Budget Discussion(*continued*)
- Approval of New Year Compensation Plan

### June

- Public Hearing: Proposed Budget and Tax Rate for Next Year
- Accountability Update and Final STAAR Results
- District Improvement Plan Goals Summative Results
- Approval of New Year Budget

### August

- Approval of Elementary and Secondary Student Code of Conduct
- Special Programs Update

### September

- Public Hearing: FIRST Rating
- Adopt Tax Rate for Next Year
- Adopt Resolution for Tax Roll for Next Year

- College and Career Readiness Update

### **October**

- Approve Campus and District Improvement Plan
- Review Board Operating Procedures (*every 2 years on odd years, non election*)

### **November**

- Early Childhood Programs Update
- District Improvement Plan Goals Baseline

### **December**

- State of Technology and Instructional Technology
- Board Reorganization