

ROMA INDEPENDENT  
SCHOOL DISTRICT

Board of Trustees  
Code of Ethics  
and  
Board Operating Procedures



FEBRUARY 2024

## Table of Contents

<b>Ethics For School Board Members</b> .....	<b>1</b>
<b>Duties Of The Board And The Superintendent</b> .....	<b>3</b>
<b>Board Composition Length Of Terms And Eligibility</b> .....	<b>6</b>
<b>Operating Procedures</b> .....	<b>7</b>
<b>I. Developing Board Meeting Agendas</b> .....	<b>7</b>
<b>II. Questions About the Agenda</b> .....	<b>8</b>
<b>III. Board Member Preparation for Meetings</b> .....	<b>8</b>
<b>IV. Member Conduct during Board Meetings and in Public Forums</b> .....	<b>8</b>
<b>V. Member Decorum and Social Media Policy</b> .....	<b>11</b>
<b>VI. Member Participation in Discussion, Debate, and Voting</b> .....	<b>12</b>
<b>VII. Attendance by Videoconference Call</b> .....	<b>13</b>
<b>VIII. Meeting Minutes and Recordings</b> .....	<b>13</b>
<b>IX. Requests for Information, Documentation or Reports Other Than Agenda Items</b> . 14	
<b>X. Vendor Relations</b> .....	<b>15</b>
<b>XI. Conflicts of Interest</b> .....	<b>15</b>
<b>XII. Citizen Request/Complaint to Individual Board Member</b> .....	<b>18</b>
<b>XIII. Employee Request/Grievance to Individual Board Member</b> .....	<b>18</b>
<b>XIV. Employee Complaint to Board Regarding Superintendent Misconduct Procedure</b> 18	
<b>XV. Communications</b> .....	<b>19</b>
<b>XVI. Communication with Legal Counsel</b> .....	<b>20</b>
<b>XVII. Communication with the Media</b> .....	<b>20</b>
<b>XVIII. Communication with the Community</b> .....	<b>21</b>
<b>XIX. Response to Inquiries About Closed/Executive Session</b> .....	<b>21</b>
<b>XX. Board Member Visits to School Campuses</b> .....	<b>21</b>
<b>XXI. Evaluation of Superintendent</b> .....	<b>22</b>
<b>XXII. Evaluation of Board</b> .....	<b>23</b>
<b>XXIII. Board Elections and Selection of Board Officers</b> .....	<b>23</b>
<b>XXIV. Board Training Requirements</b> .....	<b>23</b>
<b>XXV. Travel Reimbursement</b> .....	<b>24</b>
<b>XXVI. Powers and Duties of a Board Member and/or Board Officer</b> .....	<b>25</b>
<b>XXVII. Role of Board in Executive Session</b> .....	<b>25</b>
<b>XXVIII. Expressing Concerns About Another Member's Performance</b> .....	<b>26</b>
<b>XXIX. Board Hearings of Employee Grievances</b> .....	<b>27</b>
<b>XXX. Violation of Board Operating Procedures</b> .....	<b>27</b>
<b>XXXI. Reviewing Board Operating Procedures</b> .....	<b>28</b>
<b>XXXII. Access to District Technology</b> .....	<b>28</b>

<b>Board Confidentiality Agreement .....</b>	<b>29</b>
<b>Board of Trustees Professional Standards of Conduct .....</b>	<b>30</b>
<b>Appendix A Request for Records, Information or Documents by Trustee .....</b>	<b>31</b>

# ROMA INDEPENDENT SCHOOL DISTRICT

## **PREFACE**

These Board Operating Procedures are intended to guide and assist the Board of Trustees and the Superintendent in conducting District business. They are not intended to confer legal rights on any other person. These procedures are not intended to take precedence over adopted Board Policy. If there is a conflict or inconsistency between these Procedures and adopted Board Policy, every effort will be made to revise Board Policy and/or the Board Operating Procedures to reflect the intent of the Board. At no time are these procedures intended to over-ride Board Policy or state or federal law.

## **ETHICS FOR SCHOOL BOARD MEMBERS**

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

### **Equity in attitude**

- I will be fair, just and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

### **Trustworthiness in stewardship**

- I will be accountable to the public 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.

### **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 cooperate with my colleagues and resolve disagreements respectfully through the appropriate channels, pursuant to Board Policy and established Board Operating Procedures.
- I will treat colleagues, District administrators, staff, and members of the community with courtesy, honesty, and respect at all times during Board meetings, individual meetings, conferences, District-sanctioned events, and social events.

### **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 keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.
- I will recognize the integrity of my predecessors and colleagues.

### **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 seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will comply with all District policies as adopted by the Board.

**Student-centered focus**

- I will be continuously guided by what is best for all students of the District.
- I will focus on issues involving Board priorities and policies rather than personalities.

**A Board member shall not:**

- Make any personal promise or take any private action that may compromise the Board member's performance or responsibilities.
- Text or communicate electronically with others to discuss District business or personal business during Board meetings in closed or open session.
- Record district personnel or board members without their consent.
- Make negative statements regarding the performance of the Superintendent or staff. Such statements may only be made when acting in an official capacity and in accordance with law and Board Policy.

Board members will execute the Roma ISD Board of Trustees Professional Standards of Conduct attached to these procedures and return the executed document to the Board President who will authorize the Superintendent or Superintendent's designee to maintain such documents on behalf of the Board.

## **DUTIES OF THE BOARD AND THE SUPERINTENDENT**

### **Duties of the Board**

Duties reserved by law to the local Board of Trustees include:

- Serving as a body corporate and with the exclusive power and duty to govern and oversee the management of the public schools of the District.
- Adopting rules and policies as necessary to carry out Board functions.
- Establishing working relationships with other public entities to make effective use of community resources and to serve the needs of public-school students in the community.
- Adopting a vision statement and comprehensive goals for the District and the Superintendent and monitoring progress toward those goals.
- Establishing performance goals for the academic and fiscal performance indicators as outlined in law and any locally adopted performance indicators.
- Ensuring that the Superintendent is accountable for achieving performance results, recognizes performance accomplishments, and takes action as necessary to meet performance goals.
- Adopting a policy to establish a District- and campus-level planning and decision-making process.
- Publishing an annual educational performance report.
- Adopting an annual budget for the District as well as a tax rate for each fiscal year.
- Monitoring District finances to ensure that the Superintendent is maintaining proper procedures and records and ensuring an annual audit of fiscal accounts.
- Publishing a year-end financial report to the public.
- Conducting elections.
- Adopting process through which District personnel, students, parents, and members of the public may obtain a hearing regarding a grievance or complaint.
- Complying with the requirements of the Texas Open Meetings Act for all Board meetings.

## **Duties of the Superintendent**

Duties reserved by law to the District's Superintendent include:

- Assuming administrative responsibility and leadership for the organization of education programs, services, facilities, and staff appraisals.
- Assuming administrative authority and responsibility for the assignment, supervision, and evaluation of District personnel.
- Overseeing compliance with facilities standards.
- Initiating the termination or suspension of an employee or the nonrenewal of an employee's contract.
- Managing the day-to-day operations of the District, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of District operations.
- Administering and preparing the budget.
- Providing leadership for the attainment and, if necessary, improvement of student performance in the District.
- Ensuring adoption of the student code of conduct and other student disciplinary rules and procedures as necessary.
- Recommending policies to be adopted by the Board and implementing the adopted policies.
- Developing administrative regulations, as needed.
- Organizing the District's central administration and consulting with District-level committees.
- Submitting reports as required by state or federal law, rule, or regulation.
- Providing joint leadership with the Board to ensure the team's responsibilities are carried out.
- Carrying out any other contractual duties assigned to the Superintendent by the Board.



## **Collaboration between the Board and Superintendent**

The Texas Education Code also specifies certain tasks that the Board and Superintendent are expected to perform collaboratively for the good of the District. The statute provides the Board and Superintendent shall work together to:

- Advocate for the high achievement of all District students;
- Create and support connections with community organizations;
- Provide educational leadership for the District;
- Establish district-wide policies and annual goals that are tied directly to the strategic plan;
- Support the professional development of principals, teachers, and other staff; and
- Periodically evaluate Board and Superintendent leadership, governance, and teamwork.

## **BOARD COMPOSITION LENGTH OF TERMS AND ELIGIBILITY**

The Roma ISD Board of Trustees is comprised of 7 members, all positions shall be elected by place and each Board member shall be elected for four-year terms in November.

The election for places 1,2, and 3 shall be held in 2018, 2022, 2026, and in four-year intervals thereafter. The election for places 4, 5, 6, and 7 shall be held in 2020, 2024, 2028, and in four-year intervals thereafter.

Board member eligibility and qualifications requirements are set forth in board policy BBB (Legal).

1. Be a United States citizen.
2. Be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable.
3. Have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.
4. Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities.
5. Have resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the following date:
  - i. For an independent candidate, the date of the regular filing deadline for a candidate's application for a place on the ballot.
  - ii. For a write-in candidate, the date of the election at which the candidate's name is written in.
  - iii. For an appointee to an office, the date the appointment is made.
6. Be registered to vote in the territory from which the office is elected on the date described at item 5, above.

## **OPERATING PROCEDURES**

### **I. Developing Board Meeting Agendas**

1. Agendas are drafted by the Superintendent in consultation with the Board President, but final approval for the official agenda is the responsibility of the Board President.
2. Board Members may request that a subject be included on an agenda for a meeting. The Board President must ensure that requested agenda items are addressed on that agenda or scheduled for deliberation at an appropriate time in the 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.
3. The deadline for submission of agenda items is the sixth calendar day before both regular and special-called meetings.
4. Board Members who have questions about a particular Board Meeting agenda item will follow the "Questions about the Agenda" operating procedure, found in section II.
5. Members of the Board shall be given notice of regular and special meetings at least seventy-two hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting. The Superintendent shall be sure that backup materials are provided for each Board Meeting agenda item and the information will be relayed to Board Members at least seventy-two hours prior to the meeting. In the event the materials cannot be relayed to Board Members by this seventy-two-hour deadline, the materials shall be given to the Board as early as possible prior to the meeting.
6. For action items, related and relevant information will be included with the backup materials.
7. The Board may, by consensus, remove an item from the agenda if sufficient backup materials are not provided in a timely manner, unless an emergency or urgent public necessity exists.
8. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act.
9. The Consent Agenda shall be items agreed to by the Board President. Board Members may call the Superintendent with questions regarding consent agenda items prior to the meeting; if more discussion is warranted, that item may be pulled at the request of any Board Member and considered as an action item. Consent items may include:
  - (a) All routine items;
  - (b) Annual renewals of Region One, Shared Service Agreements and TEA matters;
  - (c) Budget amendments;
  - (d) Tax refunds;
  - (e) Gifts, donations and bequests;
  - (f) Financial information;
  - (g) Minutes of regular and special-called Board Meetings;

- (h) Updates of Board Policy;
  - (i) Routine personnel items;
  - (j) Routine bid considerations; or
  - (k) Items recommended by the Superintendent.
10. Regular meetings of the Board will begin at 6:00 P.M. and shall be held on the last Wednesday of the month, based on the Board’s calendar of meetings. However, regular meeting dates may be modified by the Board President as necessary and for the convenience of the Board Members.

## **II. Questions About the Agenda**

- 1. Board Members should direct agenda-related questions to the Superintendent at least eight (8) hours before the Board meeting. If the information is not available, the Superintendent will inform the Board Member prior to the beginning of the Board meeting.
- 2. Requests for additional materials relating to regular Board Meeting agenda items shall be made at least one (1) business day – but no less than eight (8) hours – prior to the beginning of the Board Meeting.
- 3. If the Superintendent feels that a request for additional information or materials is not readily available, would interfere with District operations, or cannot reasonably be prepared before the Board meeting, the Superintendent or designee will notify the requesting Board Member and the Board President.
- 4. The Superintendent or designee will ensure that any additional materials or information that is provided to one Board Member is provided to all Board Members.
- 5. If a Board Member has requested information or materials, and the request has been denied or delayed in such a manner that the Board Member feels that he/she will not be able to make an informed decision, the request will be placed on the agenda for consideration by the Board; and
- 6. If the Board President determines that the denied or delayed request should be honored, the Board President and the Superintendent will determine the appropriate timeline for presentation to the Board Members and the agenda item will be pulled from that agenda.

## **III. Board Member Preparation for Meetings**

- 1. The Superintendent will ensure that all necessary or requested information is supplied to the Board Members to allow for informed decisions. Agenda packets will be delivered simultaneously with the posting of the Agenda.
- 2. Board Members should read and study the packet prior to each meeting.

## **IV. Member Conduct during Board Meetings and in Public Forums**

- 1. All Board Members are expected to conduct themselves professionally and ethically during all meetings and public forums. Examples of behavior that will not be tolerated are rude remarks, interruptions, yelling, name calling and disrespectful verbal or body

language.

2. During posted meetings, all Board Members will conduct themselves according to Robert's Rules of Order, Newly Revised.
3. If during a meeting, a Board Member violates Robert's Rules of Order, the following disciplinary procedures will be enforced:
  - (a) The Board President or any member will ask for a recess and the President will talk privately with the offending Board Member.
  - (b) If the offending member continues to be in violation, the President will issue a public warning in open session.
  - (c) If the offending Board Member continues to be in violation, any member of the Board may call for public censure, requiring a majority vote according to Robert's Rules of Order for disruption of a Public Meeting.

***Note: Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject and should be encouraged.***

4. Board members shall treat administrators, teachers or any District employee participating in a Board Meeting with respect. The same level of respect shall apply in any Public Forum or Social Media platform.
5. Discussion of any agenda item by the entire Board shall not exceed twenty-one (21) minutes, with each Trustee allotted a total of three (3) minutes to comment on each agenda item. The Board President or presiding officer, at his or her discretion, may extend the amount of time that each Trustee is allowed to speak, provided each Trustee is allowed an equal amount of time. A Board Member may not yield his or her time to another member.
6. Citizens addressing the Board:
  - (a) Audience participation at Board meetings is limited to the public comment portion of the meeting designated to receive public comment. 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.
  - (b) At the beginning of each scheduled Board meeting, the Board shall allot time to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up before the meeting and shall indicate the topic about which they wish to speak, and other information as may be required on the sign in sheet.
  - (c) Presentations may be for three minutes or less, depending on the number of persons who have signed up to speak. Non-English speakers who require a translator may receive up to six minutes to speak. The presiding officer of the meeting may modify or waive these time limits as appropriate.
  - (d) When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, reordering agenda items, or providing expanded opportunity for public comment and adjusting the time

allotted to each speaker. However, no individual shall be given less than one minute to make comments.

- (e) The Board expects that each speaker will be courteous, respectful and model for the District's students how one can conduct themselves in a professional manner even when disagreeing with another's views. Any person, whether speaking to the Board or not, who engages in disruptive action during a Board meeting will be asked to leave the meeting room after one warning. If necessary, the Board President or member presiding over the meeting may request assistance from law enforcement to remove a disruptive person from the meeting room.
    - i. Disruptive behavior and actions include, but are not limited to, (1) using racial slurs, insulting, profane, threatening, derogatory, or abusive language, making violent or threatening gestures; (2) wearing clothing with derogatory symbols or language; (3) strange, curious, odd, outlandish, peculiar, and irrational conduct that is disruptive to the orderly conduct of a board meeting; and (4) wearing clothing and/or a mask that is intended to, or has the effect of, concealing the identity of the individual. Disruptive behavior and actions shall be ruled out of order by the Board President or member presiding over the meeting. If, after at least one warning, any person continues to engage in disruptive behavior or actions, the presiding officer may request assistance from law enforcement officers to remove the disruptive person(s) from the meeting room. Masks and respirators designed to contain respiratory droplets and breath particles and are worn for health reasons are permissible.
  - (f) Board Members may not register for public comment.
  - (g) No electioneering shall be permitted on behalf of or against any individual running for political office and no literature pertaining to any form of electioneering will be permitted during the meeting.
  - (h) Signs, placards, and banners shall not be allowed inside the Board room. Any citizen wishing to distribute printed handout materials to the Board or audience must submit the materials for review at least 24 hours prior to the meeting to the Superintendent's Office. The Superintendent, or their designee, shall inform the speaker if the materials have been approved for distribution prior to the meeting. All printed handout materials shall be distributed to the Board or audience before or after public comment, but not during.
  - (i) More information pertaining to public participation at Board Meetings may be found under Board Policies BED (Legal) and (Legal), available online at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1088&code=BED#legalTabContent>.
7. Board response to patrons addressing the Board during Open Forum:
- (a) Board Members may hear comments.
  - (b) Board President or presiding officer may direct administration to investigate item(s) and report back to the Board.

- (c) The Board shall not deliberate or make decisions regarding any subject that is not posted on the agenda.
  - (d) Board Members cannot respond or enter into discussion with the audience during the meeting, except as follows:
    - i. Items on the agenda shall be discussed as appropriate and scheduled on the agenda.
    - ii. Items not on the agenda do not permit Board Members to respond or discuss, except to make factual statements or refer to Board Policy.
    - iii. If a speaker fails to restrict his or her comments to the topic they identified when signing up, the Board President, or other member presiding over the meeting, shall immediately interrupt the speaker and issue a verbal warning that the comments remain on the identified topic. Should a speaker refuse to comply with this warning, he or she shall forfeit the remaining time allotment. Speakers who fail to indicate which topic they wish to speak on when signing up with the designee shall not be allowed to address the Board.
8. Discussion of Employee/Student Issues:
- (a) Public comment is not intended for the presentation of allegations of employee or student misconduct, requests for employee or student discipline, personal attacks on individuals, shaming or demeaning individuals associated with the District, or disclosing personal information about district employees or students. If an individual makes a complaint or addresses a concern about an individual employee or student, the Board President or other member presiding over the meeting may encourage the speaker to utilize the District's relevant grievance policy or appropriate procedure for addressing their concerns.

**V. Member Decorum and Social Media Policy**

- 1. In the spirit of maintaining the decorum of meetings and public forums, and as role models for the community, staff and students of the District, all Board Members are expected to refrain from embarrassing or berating other Board Members.
- 2. As community figures, Board Members shall be held to the same professional and ethical standards that apply to Board Meetings/Public Forums in their personal use of "Social Media." The term "Social Media" includes, but is not limited to, Facebook, X (Previously Twitter), Snapchat, LinkedIn, Instagram and WhatsApp.
- 3. A Board Member's Social Media platforms should clarify that communications are being made as an individual Board Member and not as an official District spokesperson.
- 4. Board Members shall avoid discussing District business with a quorum of the Board on Social Media.
- 5. Board Members shall avoid Social Media communications which may be perceived as a predetermination on a pending Board matter.
- 6. Board Members shall not disseminate District content in their possession through Social

Media which has not already been distributed by the District to the public.

7. Social Media communications about Board meeting outcomes and discussions shall be limited to information which was disseminated during the open portions of the meeting.
8. Board Members shall avoid posting or sharing content via Social Media which is lewd, obscene, or otherwise inappropriate and which may reflect negatively upon the District. "Sharing" as used in this section includes, but is not limited to re-posting, re-tweeting, liking, linking to, or otherwise discussing.
9. Harassing or discriminatory communications involving District students should be reported to the Board President and Superintendent immediately.
10. When using a District-issued electronic device or District electronic communication systems, Board Members shall comply with the District's acceptable use policy.
11. Any concerns that a Board Member may have about another Board Member's violation of this Operating Procedure V shall be addressed through the process outlined in Operating Procedure XXVII, "Expressing Concern About Another Member's Performance."

## **VI. Member Participation in Discussion, Debate, and Voting**

1. Roberts Rules of Order, Newly Revised, is the parliamentary procedure adopted in policy by this Board: meetings, motions and debate shall follow these guidelines.
2. All Board Members are expected to conduct themselves with professionalism, respect and integrity and according to Operating Procedure IV, "Member Conduct at Board Meetings/Public Forums."
3. The Board President, or Board Member presiding over the meeting, will recognize any Board Member who wishes to speak on a subject.
4. Debate and discussion may continue until such time as each Trustee feels that he/she has had adequate time to ask clarifying questions or make other comments unless the previous question has been moved and adopted.
5. Questions or comments must always be germane to the current agenda item.
6. No Trustee shall coerce another member to vote in a particular manner, and no Member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.
7. No Trustee will criticize any other Trustee with regard to his/her questions, discussion, or vote.
8. Although it is the duty of every member who has an opinion on a question to express it by his/her vote, the Board Member can abstain.
9. Board Members abstaining from voting may briefly state their reason for the abstention. Nothing in this operating procedure shall be construed to limit a Board Member's ability to ask questions during the Board Meeting.
10. An item may not be brought back onto an agenda when that item has already been discussed/considered unless three Board Members agree to place the item back on the



agenda. An item may be placed back on the agenda using this process only one subsequent time.

11. Discussion of Motions: (i) all discussions shall be directed solely to the business currently under deliberation and (ii) the Board President or presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.

## **VII. Attendance by Videoconference Call**

1. A member of the Board who participates in a meeting by videoconference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected.
2. If a Board Member is lost or disconnected from a videoconference call, the Board may continue the meeting only if a quorum of the body remains present at the meeting location or, if applicable, continues to participate in a meeting conducted under Texas Government Code section 551.127(c).

## **VIII. Meeting Minutes and Recordings**

1. The Texas Open Meetings Act requires the Board to either keep minutes or make a recording of its open meetings. The minutes or tape recording of the Board's open meeting must be accessible to the public in accordance with Texas Government Code section 551.022.
2. The minutes of an open meeting must:
  - (a) State the subject matter of each deliberation;
  - (b) Indicate each vote, order, decision, or other action taken;
  - (c) Indicate each member's attendance at or absence from the meeting;
  - (d) Reflect the board's acceptance or rejection of the superintendent's recommendation for selecting district personnel;
  - (e) Reflect, in the minutes of the last regularly scheduled board meeting held before an election of trustees, whether each trustee has met or is deficient in satisfying his or her required training as of the anniversary of the date of the trustee's election or appointment. If the minutes reflect that the trustee is deficient, the district shall post the minutes on the district's Internet website within ten (10) business days of the meeting and maintain the posting until the trustee meets the requirements.

## **IX. Requests for Information, Documentation, or Reports Other than Agenda Items**

1. If a Board Member, acting in his or her official capacity, requests specific records maintained by the District from the Superintendent, outside of a board meeting, the Superintendent will respond by informing the Board Member that the response is being tracked pursuant to Texas Education Code Section 11.1512 and will provide the Board Member with the appropriate form (See Appendix A).

2. Tracking form is not required when a Board Member requests records or a report before or during a board meeting that is related to an upcoming agenda item.
3. Information requested by one Board Member shall be provided to all Board Members at the same time.
4. The Superintendent will inform the Board Member requesting the information that the request is subject to being tracked under Section 11.1512 of the Texas Education Code and provide the requesting Board member the appropriate form for the Board member to complete. See Appendix A attached to these procedures.
5. If the Board Member proceeds with the request and completes the form, the administration will track the request and respond in accordance with District policy and these procedures. For tracking purposes, the “cost” of the request will be calculated as if the Board member requested one complete set of records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will be charged to the Board Member.
6. If the Board Member’s written request seeks access to records that are confidential under the Texas Public Information Act or other law, the Superintendent may provide access to the records in full, provided that the Board Member is making the request in their official capacity. If the district provides records, or documents, additional security controls may be required.
7. An individual Board Member shall not have access to confidential student records unless the Board Member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with Board Policy FL.
8. If the Board Member requests access to District records in a personal capacity, as opposed to their official capacity as a Board member, the Superintendent will direct the Board member to the District’s procedure pertaining to public requests for public information.
9. The District must respond to a Board Member’s request for information, documents and records maintained by the District not later than the 20th business day after the date the District receives the request, this period may be extended for a period not to exceed the 30th business day in compliance with statutory requirements.
10. If the District fails to provide the requested information in the time required, the Board Member may bring suit against the District for injunctive relief, court costs, and reasonable attorney’s fees.
11. No Board member shall 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. Directives to the Superintendent regarding the preparation of reports shall be by Board action.

## **X. Vendor Relations**

1. Vendors and Board Members shall be prohibited from making oral or written contact with each other individually for the purpose of soliciting a purchase or contract relating to District business or discussing an outstanding bid or proposal that a vendor has submitted

or will submit to the District between the time a request for proposal or a bid is formally released and a recommendation is made by the administration to the Board.

2. If a vendor or Board Member violates the above prohibition during the applicable time frame, consideration of the vendor for award of the bid or proposal shall be invalidated.
3. Board Members shall be notified of reported or known violations and possible actions that may occur.

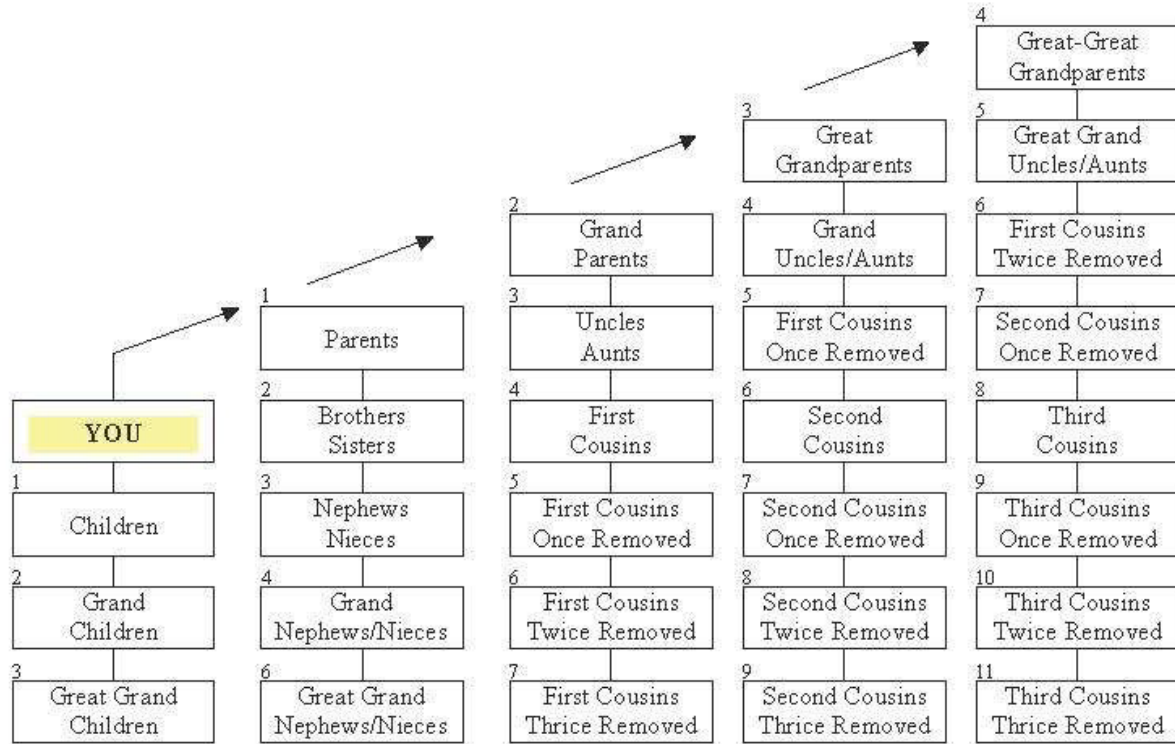
## **XI. Conflicts of Interest**

1. Board Members owe a duty of loyalty to the District, and Board Members must avoid any business activity that conflicts with the interests of the District.
2. Board Members outside business interests, including passive or active investments, must not adversely affect the Board Member's duty to the District.
3. If a Board Member has a substantial interest in a business entity or in real property, the local public official shall, before a vote or decision on any matter involving the business entity or the real property, file an affidavit stating the nature and extent of the interest if:
  - (a) In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
  - (b) In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.
4. The affidavit shall be filed with the official records administrator of the District in accordance with Board Policy BBFA (Legal), available on-line at [https://pol.tasb.org/Policy/Download/1088?filename=BBFA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/1088?filename=BBFA(LEGAL).pdf).
5. Further, Board Members must file a conflicts disclosure statement with respect to a vendor if the vendor enters into a contract with the District, or the District is considering entering into a contract with the vendor, and the vendor:
  - (a) Has an employment or other business relationships with the Board Member or the Board Member's family member and the business relationship results in the Board Member of family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the Board Member becomes aware that (i) a contract between the District and the vendor has been executed or (ii) the District is considering entering into a contract with the vendor;
  - (b) Has given to the Board Member or the Board Member's family member one or more gifts with an aggregate value of more than \$100 in the twelve months preceding the date the Board Member becomes aware that (i) a contract between the District and the vendor has been executed or (ii) the District is considering entering into a contract with the vendor; or
  - (c) Has a family relationship with the Board Member.

6. A gift accepted by the Board Member or the Board Member's family member that is a political contribution under the Election Code or food accepted as a guest does not require the filing of a conflicts disclosure statement.
7. Conflicts disclosure statements must be filed with the District's records administrator no later than 5:00 p.m. on the 7th business day after the date the Board Member becomes aware of the facts requiring the filing of the statement.
8. Except as provided by Board Policy DBE (Local), a public official may not appoint a person to a position that is to be directly or indirectly compensated from public funds or fees of office if:
  - (a) The person is related to the public official by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree; or
  - (b) The public official holds the appointment or confirmation authority as a member of a local board and the person is related to another member of the board by blood or marriage within a prohibited degree. ***Please See the attached guidance on Page 17.***

# Degrees of Family Relationships

## Degrees of relationship by blood (consanguinity)



## Relationships by Marriage (Affinity)

A relationship by blood is also referred to as being related by consanguinity. A relationship by marriage is sometimes referred to as being related by affinity.

A husband and wife are related in the first degree by marriage. For other relationships by marriage, the degree of relationship is the same as the degree of underlying relationship by blood. Example: John and Steve are brothers and are therefore second-degree relatives by blood. John's wife, Linda, is related to Steve in the second degree by marriage.

See Tex. Gov't Code Section 573.025

## **XII. Citizen Request/Complaint to Individual Board Member**

1. When a citizen complains to a Board Member, the Board Member should remind the citizen of due process, make the citizen aware of the Board's policies and procedures in place, and that the Board Member must remain impartial in case the situation goes before the Board.
2. Refer the citizen to the appropriate place in the chain of command or grievance policy.
3. The Board Member shall inform the Superintendent of the complaint.
4. The Superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board Member.
5. The Board, individually or collectively, shall promptly refer all significant criticisms, complaints and suggestions, regardless of the source, called to its attention to the Superintendent for study and appropriate action or recommendation.
6. The Superintendent shall promptly investigate such matters and shall inform the Board of the results or status of such matters.

## **XIII. Employee Request/Grievance to Individual Board Member**

1. Listen respectfully and remain impartial.
2. Ask if the complainant has followed the District's procedures, policies and/or chain of command with respect to the request/grievance.
3. If the complainant does not know the procedures or chain of command, then inform the complainant that he or she must first speak with the appropriate staff member and make the employee aware of the District's applicable policies and procedures. If not satisfied, then the complainant must go to the appropriate administrator in charge of the campus or department where the concern arose. If not satisfied, the complainant must then contact the appropriate Central Office administrator. If the complainant is still not satisfied, he/she must conference with the Superintendent or designee.
4. The Board Member will inform the Superintendent of the issue or complaint.
5. The Superintendent will inform the Board Member of the resolution of any referred issue.

**Note:** *This policy shall not be construed to apply to complaints alleging criminal activity.*

## **XIV. Employee Complaint to Board Regarding Superintendent Misconduct Procedure:**

1. Employee complaints alleging the Superintendent committed prohibited conduct, as defined in DIA (Local), may be made directly to the Board.
2. Upon receipt or notice of a complaint, the Board shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by Board policy. If so, the Board shall immediately authorize an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.
3. If appropriate, the Board shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

4. The Board President shall notify the Superintendent of the complaint.
5. The Board President's notification to the Superintendent shall, to the greatest extent possible, keep confidential the names of the complainant and any witnesses. The notification shall also direct the superintendent to (1) refrain from retaliating against the complainant, and (2) refrain from discussing the complaint with third parties, except the Superintendent's legal counsel.
6. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.
7. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

## **XV. Communications**

1. The Superintendent will communicate with all Board Members periodically via the Board information packet.
2. The Superintendent will communicate requested information to all Board Members in a reasonable time.
3. The Superintendent will distribute to all Board Members any information requested for the Board by the Board President or a Board Member.
4. In compliance with the Texas Open Meetings Act, and because deliberations include one-way communications spoken by one member of the Board and heard by the rest of a quorum, Board Members may not communicate with three or more other Board Members for purposes of soliciting votes in support of, or in opposition to, items of business that may come before the Board.
5. The Superintendent will, via e-mail, release significant information including News Releases to the Board Members as expediently as possible.
6. The Board President should communicate with the Superintendent on a regular basis.
7. Individual Board Members cannot speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board without prior authorization of the Board.
8. The Roma ISD Board of Trustees encourages input; however, anonymous calls or letters may not receive Board attention, discussion or response and may not result in directives to the administration.
9. The Board, individually or collectively, shall not discuss public business or public policy over which the Board has control with employees of the District other than the Superintendent and other employees designated from time to time by the Superintendent, unless the Superintendent is notified in advance and agrees to such discussion.
10. The Board, individually or collectively, shall not discuss with anyone regarding an employee's employment, assignment, reassignment, salary and benefits, evaluation, or other terms and conditions of employment with any employee other than the Superintendent and his designees, unless the Superintendent is notified in advance and

agrees to such discussion. Furthermore, the Board agrees to address and resolve all disputes, disagreements and complaints with the Superintendent in a professional and legal manner.

11. Individual Board Members shall not meet with or discuss District business with vendors, current or prospective, as per procedure in section X.

#### **XVI. Communication with Legal Counsel**

1. Individual Board Members must channel their inquiries to the District's legal counsel through the Superintendent, Board President, or Board's designee, as appropriate. Board Members shall copy the Board President and Superintendent on all direct communications with the District's legal counsel.
2. Upon request of the Board or when deemed necessary by the Superintendent, the Board President, or Board's designee, the Superintendent shall report advice from legal counsel.

#### **XVII. Communication with the Media**

1. The Board President or designee shall be the official spokesperson for the Board to the media on issues of media attention that require a response from the Board.
2. The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.
3. The Board President may make statements on behalf of the Board only on actions or positions upon which the Board has taken official action, unless an emergency or public necessity exists.
4. A Board Member who receives a call from the media requesting information, comments, or an interview regarding District business will direct the caller to Board President or Superintendent.
5. If a media request is of critical importance, the Superintendent will notify the Board President and each Board Member via phone or e-mail, whichever is more practical.
6. Statements shall not be made to the media regarding personnel or other matters protected by law.
7. A Board Member retains the right to speak to the media as an individual, but must understand that any comment will likely be interpreted by viewers/readers as an "official" statement of the Board.
8. In speaking as an individual, the Board Member should:
  - (a) clarify that he/she is speaking as an individual and not for the Board of Trustees,
  - (b) remind the media representative(s) that official statements of the Board are made only by the Board President, and
  - (c) remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.
9. Press releases issued on behalf of the Board will be approved by the Board President prior



to release unless an emergency or public necessity exists.

### **XVIII. Communication with the Community**

1. Board Members are encouraged to participate in community activities as liaisons between the public and the District. When doing so, Board Members are expected to listen politely and respectfully, relay information about the District in a positive and truthful manner, and refer questions about specific District activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
2. The Board of Trustees encourages community input, but should not respond or act on the basis of anonymous calls, letters or e-mails unless the communication pertains to criminal, health or safety issues.

Signed letters to the Board of Trustees, an individual Board Member or the Superintendent will be forwarded to the Board President or Superintendent for inclusion with a notation of any action taken, if the letter is not of a confidential or personal nature.

3. A Board Member 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.

### **XIX. Response to Inquiries About Closed/Executive Session**

1. Given the legal and sensitive nature of closed/executive sessions, Board Members understand that the law requires that all such sessions are strictly confidential.
2. When it is apparent to the Board that it would be in the best interest of the students, staff, community, or Board to make a statement regarding anything that occurs in or results from a closed/executive session, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement will comply with the limitations of the law.
3. If individual Board Members are pressed for information regarding closed/executive sessions that Board Member will state clearly that he/she can give no information other than what is posted on the agenda. If pressed further, the Board Member will refer the inquiry to the Board President or Superintendent.

### **XX. Board Member Visits to School Campuses**

1. Board Members are encouraged to visit any campus. However, Board Members are to treat administrators and campus personnel with respect to avoid undermining the administrator’s or campus personnel’s authority at the campus.
2. Board Members will inform the campus principal and the Superintendent’s Office of any visit 24-hours in advance of the visit whenever possible, unless the member is attending a function to which he/she has been invited.
3. Board Members must check in at the principal’s office following District guidelines.
4. In accordance with local school guidelines, Board Members may be requested to present a driver’s license or other proof of identification when signing in at the principal’s office.

Board Members may also be required to have an ID badge or visitor's badge visible while on campus.

5. All visits are to be escorted or directed by a staff member designated by the principal.
6. Board Members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process regarding topics within the scope of their visit, unless Board Members provide notice to the Superintendent before their visit of other matters Board Members wish to discuss with staff or students.
7. Board Members will not assume a supervisory role with staff or students.
8. Board Members will not assume a participatory role with staff or students unless specifically requested by campus staff.
9. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations.

***Note: This operating procedure does not pertain to visits as a parent, as a spectator to school events, or other events open to the general public.***

## **XXI. Evaluation of Superintendent**

1. The Board shall prepare a written comprehensive evaluation of the Superintendent's performance at annual or more frequent intervals. The evaluation must be completed prior to the annual anniversary of the Superintendent's hire date.
2. The Board shall use an evaluation document that has general, subjective goals as well as objective, performance-related goals. All evaluation criteria should tie to the Board's mission and goals for academic and overall District performance.
3. The Board shall, by consensus, agree on the final evaluation and furnish the completed evaluation to the Superintendent. The Board shall discuss the conclusions of the evaluation with the Superintendent in a closed meeting, unless the Superintendent requests that the discussions be open.
4. It shall be the Board President's responsibility to facilitate the evaluation and schedule the presentation to the Board during an Executive Session duly posted for that purpose. This presentation shall be at least four (4) weeks prior to the Superintendent's annual hire date.
5. Any action resulting from the evaluation shall be at the sole discretion of the Board, and agreed to by a majority of the Board Members, in a manner consistent with the Texas Open Meetings Act.
6. Within thirty (30) days of completion of the evaluation, the Board and the Superintendent shall meet and agree upon the specific evaluation criteria to be used for the next year. The Board may, at its discretion, revise the criteria at any time if a majority of the Board concurs.
7. The Board may conduct a review of the Superintendent's performance and progress towards meeting the Board's goals and other evaluation criteria. Any actions or adjustments resulting from this review are at the sole discretion of the Board and agreed to by a majority of the Board in a manner consistent with the Texas Open Meetings Act. The Board may at any time conduct and communicate oral evaluations to augment its

written evaluations.

8. The Board will ensure that the evaluation process and documents will follow all local, state and national regulations or guidelines.

## **XXII. Evaluation of Board**

1. Evaluation of the Board will be conducted in a workshop session.
2. The Board evaluation instrument will be reviewed and approved annually.

## **XXIII. Board Elections and Selection of Board Officers**

1. Post-Election Board Meetings: After each election, the Board shall convene a meeting to canvass the election results no earlier than the third day or later than the eleventh day after election day. During this meeting the Board shall swear in newly-elected Board Members. Following this meeting, the Board shall hold its regular-called meeting.
2. Selection of Officers: After each election and certification of newly elected Trustees, the Members of the Board shall organize by electing the following officers: a president, a vice-president and a secretary. The newly-elected Trustee will take over the place and the office position, if any, that the previously- elected Trustee presided until the election of new officers is officially held with all the Members of the Board.

## **XXIV. Board Training Requirements**

1. The Board must meet minimum annual and biennial requirements for training for the period between January 1 and December 31.
2. For new Board Members, the training requirements include:
  - (a) Three (3) hours of Local District Orientation within one hundred twenty (120) days of appointment or election;
  - (b) Three (3) hours of Orientation to Texas Education Code Training within one hundred twenty days (120) days of appointment or election;
  - (c) Three (3) hours of Team-Building Training (Team of Eight) with the Board and Superintendent;
  - (d) One (1) hour of Open Meetings Training within ninety (90) days of appointment or election;
  - (e) One (1) hour of Public Information Act Training within ninety (90) days of appointment or election
  - (f) Three (3) hours of Evaluating and Improving Student Outcomes within one hundred twenty (120) days of appointment or election;
  - (g) One (1) hour of Identifying and Reporting Abuse and Trafficking within one hundred twenty (120) days of appointment or election;
  - (h) Ten hours of additional continuing education credits; and
  - (i) Cybersecurity as certified by the Texas Department of Information Resources.

3. For experienced Board Members, the training requirements include:
  - (a) Update to the Texas Education Code after each regular legislative session and each called special session affecting education;
  - (b) Three (3) hours of Team-Building Training (Team of Eight) with the Board and Superintendent annually;
  - (c) Three (3) hours of Evaluating Student Academic Performance and Setting Goals every two (2) years;
  - (d) One (1) hour of Identifying and Reporting Abuse and Trafficking every two (2) years;
  - (e) Five (5) hours of additional continuing education credits annually;
  - (f) Cybersecurity as certified by the Texas Department of Information Resources.
4. The Texas Education Code requires Board President to announce at the last regular meeting held before an election of Trustees, a report on the training Board Members have received to date and whether or not they have met the required training. In addition to required training activities, Board Members are encouraged to join the Texas Association of School Boards (TASB) and attend the TASB convention as well as other relevant conventions, conferences, or clinics.
5. For specific legal polices related to Board Member training see Board Policy BBD (Local), BBD (Legal), and BBD (Exhibit) available on-line at <https://pol.tasb.org/Policy/Code/1088?filter=BBD>.

## **XXV. Travel Reimbursement**

1. Reimbursement to Board Members for reasonable and allowable travel expenses incurred in carrying out Board business only at the Board's request and for reasonable and allowable expenses incurred while attending meetings and conventions as an official representative of the Board when attendance is authorized and deemed by the Board to be necessary in the conduct of the public schools.
2. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board Member to Board-related activities.
3. As specified in Board Policy BBG (Local), payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either reimbursement (not to exceed the allowable rates) or advancement of a set amount. Board Members shall coordinate travel to board meetings and conventions, including, but not limited to, commercial transportation and lodging, with the District's designee. In the event the District's designee is unable to coordinate a member's travel related expenses, the District shall reimburse the member for incurring said expenses, not to exceed the allowable rates.
4. The District may advance a set amount of funds for use of a personal car, taxi fares, meals, and other incidental expenses. Any excess over allowable expenses shall be refunded to the District.

5. For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses.
6. For specific policies related to Board Member Travel Reimbursement, see Board Policy BBG (Legal) and BBG (Local) available online at <https://pol.tasb.org/Policy/Code/1088?filter=BBG>.

## **XXVI. Powers and Duties of a Board Member and/or Board Officer**

1. The powers and duties of a Board Member and/or Board Officer are set out in Education Code §11.151 and Board Policy BAA (Legal) available at [https://pol.tasb.org/Policy/Download/1088?filename=BAA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/1088?filename=BAA(LEGAL).pdf).
2. The Board, as a body corporate, has the exclusive power and duty to govern and oversee the management of the public schools of the District. All powers and duties not specifically delegated by statute to the TEA or to the State Board of Education are reserved for the Board Members, and the TEA may not substitute its judgment for the lawful exercise of those powers and duties by the Board.
3. All rights and titles to the school property of the District, whether real or personal shall be vested in the Trustees and their successors in office. The Trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operations of the District.
4. The District may request the assistance of the attorney general on any legal matter and the District must pay any costs associated with the assistance.
5. No Board Member or officer has authority outside the Board meeting.
6. No Board Member can address or direct employees in regard to performance of duties.
7. The board shall elect a President, a Vice-President, and a Secretary who shall be members of the Board who shall serve for a term of two years unless a successor is elected. Officers may succeed themselves in office.
8. To serve as a board officer, the Board member must have served on the Board for at least a period of two years, unless an exception is approved by the Board.
9. Board members shall perform any legal duties of the office and other duties as required by action of the Board. The Board President shall preside at all Board meetings and appoint committees.
10. The Board President shall call a special meeting at the President's discretion or on request by two or more Board Members and sign all legal documents required by law.
11. The Board Vice-President shall act in the capacity of President in the absence of the President.
12. The Board Secretary shall keep, or cause to be kept, an accurate record of the proceedings of Board Meetings and Act in role of President in the absence of the President and Vice-President.

## **XXVII. Role of Board in Executive Session**

1. The Board may only discuss those items listed on the executive session agenda as prescribed by law.
2. During executive sessions, the Board can deliberate properly posted items but may not take action related to those items. All Board action, including voting, must occur in open session under Chapter 551 of the Texas Government Code.
3. Discussions and information shared during executive sessions shall remain **CONFIDENTIAL**.
4. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into executive session. The posted agenda for the executive session must be read aloud indicating the items to be discussed in executive session under Chapter 551 of the Texas Government Code.
5. The Board shall keep a certified agenda with minutes attached of the proceedings of each executive session. Only Members of the Board of Trustees, whether present at the executive session or not, can review the minutes of an executive session without a court order. A Board Member wishing to review an agenda of an executive session should contact the Board President to submit the official request for a date, time and place for review of specified agenda. Minutes are to be sealed, kept confidential and stored in a locked place.

#### **XXVIII. Expressing Concerns About Another Member's Performance**

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

8. If the concern involves the Board President, a Board Member may discuss his or her concerns with the Board Vice-President.
9. Board Members will not speak negatively about another member, superintendent, or staff in the community.
10. Board members shall not engage in conduct constituting discrimination or prohibited conduct as defined under Board Policy DIA (Local). Board members who believe they have experienced prohibited conduct or have been discriminated against may report such conduct to the Board President. A report of prohibited conduct or discrimination against the Board President may be made to the Vice President. Upon receipt of such a report, the Board President or Vice President, in consultation with legal counsel, shall determine whether to appoint a third-party to conduct an investigation of the allegations.

**XXIX. Board Hearings of Employee Grievances**

1. Given the serious and delicate nature of employee grievances, each Board Member is responsible for studying Board Policies DGBA (Legal) & DGBA (Local), the policies relating to the process of employee grievances, found here: <https://pol.tasb.org/Policy/Code/1088?filter=DGBA>.
2. All grievances related materials received by a Board Member must be held in the strictest confidence. A Board Member shall neither share information from that documentation nor what is heard during the actual grievance proceeding. After the grievance proceeding, Board Members must leave all grievances-related documentation with the Superintendent or designee.
3. Board Members may only consider information that is presented during the grievance process; Board Members will not privately seek out information regarding any grievance. If a Board Member knows or learns anything about a grievance case except what is admitted through the grievance documents that might render him/her unable to hear the grievance impartially, then he/she must tell the Superintendent immediately.
4. Any public statements arising from an employee grievance will be made by the Board President.
5. Any Trustee who violates the Board Policy on grievances may be subject to action as outlined in the following Procedure XXX titled “Violation of Board Operating Procedures.”

**XXX. Violation of Board Operating Procedures**

1. Upon inclusion on the agenda and public posting in accordance with the law, the Board may convene in executive session to discuss a violation of these Board Operating Procedures, or other Board policies, so long as the deliberation is confined to the duties, discipline, or complaint against a Board Member.
2. The Board Member may request that the deliberation be conducted in open session.
3. As a consequence of these deliberations, the Board may elect to do nothing, or may reconvene in open session and vote to:

- (a) Publicly reprimand the Board Member;
- (b) Recommend additional training for the Board Member;
- (c) Discontinue Board Member's Committee or Officer assignment; or
- (d) Disallow Board Member from entering District property without prior approval, with the exception of Board meetings.

***Note: Nothing provided herein shall be construed to alter, modify, or limit in any way the rights of District personnel and members of the public to file complaints against the Board or Board Members under applicable Board policies.***

### **XXXI. Reviewing Board Operating Procedures**

- 1. Consider conducting a review of these Board Operating Procedures annually.
- 2. Revisions to these Board Operating Procedures should be considered during a lawfully-called meeting of the Board.

### **XXXII. Access to District Technology**

Procedure:

- 1. Board members may be issued devices or access to District technology resources, including e-mail accounts, primarily to expedite the performance of their official duties. Limited personal use of District technology is permitted if the use imposes no tangible cost on the District and does not unduly burden the District's technology resources. Any use of District technology resources requires the Board member's acceptance of the District's acceptable use agreement as well as written agreement that the District may monitor the Board member's use.
- 2. Board members will be familiar with, and comply with, all provisions of Board Policy BBI (Local), regarding use of technology, including compliance with requirements to retain certain records contained on either District or personal technology resources.
- 3. Board members will bear in mind that records created using District technology resources may constitute school district records and may be subject to public disclosure under the Texas Public Information Act.



## **Roma ISD Board Confidentiality Agreement**

Given the legal and sensitive nature of closed/executive sessions conducted by the Roma I.S.D. Board, the Members of the Board understand that the law requires that all such sessions are strictly confidential.

Therefore, in accordance with the Roma I.S.D. Board Operating Procedures, no Board Member shall knowingly, intentionally, or recklessly disclose confidential information gained by reason of attendance during a closed/executive session of the Roma I.S.D. Board or by reason of his or her capacity as a Board Member.

This includes, but is not limited to, information related to: (1) Roma I.S.D. schoolchildren or their parents, guardians, or family members; (2) real-estate or property transactions or donations involving Roma I.S.D.; (3) consultations with the Board’s attorney with respect to pending or contemplated litigation or settlement offers; (4) the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of an Roma I.S.D. employee; (5) a grievance, complaint, or charge against an Roma I.S.D. employee; (6) the deployment or specific occasions for implementation of security personnel or devices; or (7) any other item authorized by law to be considered in closed/executive session.

Further, no Board Member shall use information gained by reason of attendance during a closed/executive session of the Roma I.S.D. Board or by reason of his or her capacity as a Board Member to advance any personal interest, whether financial, employment-related, or otherwise. No Board Member shall engage in any activity where he or she is expected to disclose confidential information gained by reason of serving on the Roma I.S.D. Board.

Any breach of this Confidentiality Agreement shall be considered inappropriate behavior and a breach of the Board’s code of ethics and shall result in an agenda item specifying “evaluation of individual board member’s performance” being listed at an upcoming Board meeting. The Board Member’s breach of this Confidentiality Agreement shall be discussed in closed/executive session at said meeting, and the Board may act to sanction the Board Member for his or her breach in accordance with the Roma I.S.D. Board Operating Procedures.

Additionally, the Board Member acknowledges that, in receiving confidential information, they commit to ensuring the continued confidentiality of such information. The Board Member is aware that, in accordance with Texas Government Code §552.352, disclosing confidential information would constitute official misconduct and be considered a misdemeanor punishable by either a fine of up to \$1,000.00, confinement in the county jail for up to six months, or both.

Your signature below indicates that you have read, understand, and agree to abide by this Confidentiality Agreement.

---

[Board Member Printed Name]

---

[Board Member Signature]

---

Date

**Roma ISD**  
**Board of Trustees Professional Standards of Conduct**

A board member’s civility and professionalism are critical attributes that provide for an effective structure of Board governance, which supports the overall success of Roma ISD (“District”). As such, as an elected member of the District’s Board of Trustees (“Board”), I pledge to carry out my duties and conduct myself as follows:

- I. In the spirit of maintaining the decorum of meetings and public forums, and as role models for the community, staff and students of the District, I shall refrain from embarrassing or berating other Board Members;
- II. I will listen willingly, even when my opinions differ;
- III. I will cooperate with my colleagues and resolve disagreements respectfully through the appropriate channels, pursuant to Board policy and established Board Operating Procedures;
- IV. I will treat colleagues, District administrators, staff, and members of the community with courtesy, honesty, and respect at all times during Board meetings, individual meetings, conferences, District-sanctioned events, and social events;
- V. I will recognize the integrity of my predecessors and colleagues;
- VI. I will not use my cellphone to text others to discuss District or personal business during Board meetings in closed and open session;
- VII. I will not use my cellphone or any other recording device to record conversations held with District personnel or Board Members during Board meetings in closed session, open session, and individual meetings;
- VIII. I will strictly guard confidential information received or discussed during Board meetings that is protected under applicable law or rule;
- IX. I will provide support for the Superintendent, employees of the District, and my colleagues so they may perform their proper functions on a professional level;
- X. I will express concerns about another member’s performance or conduct in accordance with Section 28 of the Board Operating Procedures;
- XI. I will give these Professional Standards of Conduct the same level of reverence as the Code of Ethics;
- XII. I will comply with all federal, state, and local laws relating to work as a School Board Member;
- XIII. I will comply with all District policies as adopted by the Board;
- XIV. I will be guided continuously by what is best for all students of the District;

By pledging to abide to the above-referenced Professional Standards of Conduct, I understand that any act or omission that violates the Professional Standards of Conduct may subject me to sanctions and public censure.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
[Board Member Printed Name]

\_\_\_\_\_  
[Board Member Signature]

\_\_\_\_\_  
Date

# Roma Independent School District

Mr. Carlos M. Gonzalez, Jr.  
**Superintendent of Schools**  
P. O. Box 187  
Roma, Texas 78584  
[cgonzalez@romaisd.com](mailto:cgonzalez@romaisd.com)  
Phone: 956.849.1377  
Fax: 956.849.4874



**School Board of Trustees**  
Mr. Ricardo A. Pérez, President  
Mr. Jaime Escobar, Vice President  
Mrs. Yadira A. Barrera, Secretary  
Mrs. Mary Lou Cruz, Member  
Mr. Iv Garza, Jr., Member  
Mrs. Karina Mascorro, Member  
Mr. Raúl P. Moreno, Jr., Member

## BOARD MEMBER REQUEST FOR INFORMATION, DOCUMENTS AND RECORDS

Board members wishing to make a request for information, records, or documents in his or her personal capacity should follow the procedures to make a public information request found at <https://www.romaisd.com/district/meet-our-school-board/board-operating-procedures/new-page>.

The following should be completed by an individual Board member requesting a Roma ISD record, document or information, when the request is made in his or her official capacity and when the request is subject to tracking under Section 11.1512 of the Texas Education Code and any applicable Roma ISD operating procedures.

**Name of Board Member:** \_\_\_\_\_

**Phone Number and Email Address:** \_\_\_\_\_

Please provide a description of the information requested. The request should include enough detail to enable the RISD personnel to accurately identify and locate the requested information and the time frame for the requested records (dates).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I am requesting the above referenced information and records in my *official capacity as a Roma ISD Board member* and understand that this request is subject to the tracking and reporting requirements of Section 11.1512 of the Texas Education Code.

\_\_\_\_\_  
Signature of Board Member                      Date

\_\_\_\_\_  
Printed Name

---

### For Office Use Only

Date Received: \_\_\_\_\_

Approved

Denied

Reasons, if denied: \_\_\_\_\_

Number of pages requested: \_\_\_\_\_

Date the information was provided to the Board member: \_\_\_\_\_

Cost to Roma ISD: \_\_\_\_\_

For tracking purposes, the cost of the request will be calculated as if the Board member requested one complete set of the records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will be charged to the Board member.

Signature of the RISD personnel providing the information: \_\_\_\_\_

**Date Materials Returned by Board Member:** \_\_\_\_\_

Signature of RISD personnel accepting returned materials: \_\_\_\_\_

**NOTICE OF A BOARD MEMBERS' REQUESTS FOR INFORMATION,  
DOCUMENTS, AND RECORDS**

<b>Board Member's Name</b>	<b>Number of Pages Requested In a 90-day Period</b>	<b>Dates (Applicable 90-day period)</b>	<b>Cost to Roma ISD</b>