



**Rockdale Independent School District**  
EMPOWER • CHALLENGE • ACHIEVE

The Rockdale 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 Rockdale school district.

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district.

## **Rockdale ISD Board of Trustees**

Place 1: Jason Barcak (May 2027)

Place 2: Karen Laughlin (May 2027)

Place 3: Amy Casas (May 2025)

Place 4: Charles Miles (May 2025)

Place 5: Currently Open (May 2025)

Place 6: Janice Keen (May 2026)

Place 7: Julia Cardona (May 2026)

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**ROCKDALE ISD BOARD OF TRUSTEES**  
**OPERATING PROCEDURES**

**LOCAL BOARD OF TRUSTEES**

Rockdale ISD has a seven-member Board of Trustees that are elected by single member districts to fill available positions. The Board's primary functions are goal setting and policymaking. It is the administration's responsibility to implement policy and to be accountable to the Board for doing so. The Board is responsible for the selection and appointment of the superintendent of schools and the approval of annual budget.

**1. QUALIFICATIONS**

In accordance with the provisions of the *Texas Education Code*, a person may not be elected trustee of the Rockdale Independent School District unless the person is a qualified voter at the time of the election. An individual seeking election as a member of the Board of Trustees must have been a resident of the state for 12 months and a resident of the District for 6 months prior to the last date on which the candidate could file to be listed on the ballot. BBA(LEGAL)

**2. TERMS**

Rockdale ISD Board of Trustees shall consist of seven members elected by place. The term shall be for three years, and the elections shall be conducted annually on the May uniform election date to fill available places in accordance with Board Policy and State law. Board policy BBB(LOCAL) specifies the schedule on which specific terms will expire.

To be elected, a candidate must receive more votes than any other candidate for the position.

**3. MANDATORY POWERS AND DUTIES BAA (LEGAL)**

A board shall:

- Seek to establish 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.
- Adopt a vision statement and comprehensive goals for the district and the superintendent and monitor progress toward those goals.
- Establish performance goals for the district concerning the academic and fiscal performance indicators.

- Provide oversight regarding student academic achievement and strategic leadership for maximizing student performance.
- Ensure that the superintendent is accountable for achieving performance results, recognizes performance accomplishments, and takes action as necessary to meet performance goals.
- Collaborate with the superintendent.
- Adopt a policy to establish a district- and campus-level planning and decision-making process.
- Publish an annual educational performance report.
- Adopt an annual budget for the district.
- Adopt a tax rate each fiscal year.
- Monitor district finances to ensure that the superintendent is properly maintaining the district's financial procedures and records.
- Ensure that district fiscal accounts are audited annually.
- Publish an end-of-year financial report for distribution to the community.
- Conduct elections as required by law.
- By rule, adopt a process through which district personnel, students or the parents or guardians of students, and members of the public may obtain a hearing from the district administrators and the board regarding a complaint.
- Make decisions relating to terminating the employment of district employees employed under a contract to which Education Code Chapter 21 applies, including terminating or not renewing an employment contract.
- Adopt a policy providing for the employment and duties of district personnel.
- Limit redundant requests for information and the number and length of written reports that a classroom teacher is required to prepare. The board shall review paperwork requirements imposed on classroom teachers and transfer to existing noninstructional staff a reporting task that can reasonably be accomplished by that staff.
- Adopt a cybersecurity policy.
- Adopt early childhood literacy and mathematics proficiency plans.
- Adopt college, career, and military readiness plans.
- Conduct an efficiency audit before seeking voter approval to adopt a tax rate for the maintenance and operations of the district at an election held for that purpose.

#### **4. ROLE AND AUTHORITY**

##### **A. Board Authority**

The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. BE(LLEGAL)

##### **B. Transacting Business**

When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.

##### **C. Individual Authority for Committing the Board**

Board members 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. BDAA(LLEGAL)

#### **5. HIRING AUTHORITY DC (LEGAL) (LOCAL)**

Regarding hiring personnel, the following shall apply:

- The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. The Board retains final authority for employment of contractual personnel; however, the Board delegates to the Superintendent the authority to employ classroom teachers. The Superintendent shall inform the Board of any persons hired under this authority.
- The Board delegates to the Superintendent final authority to hire non-contractual personnel on an at-will basis.
- The Principal must approve each teacher or staff appointment to the Principal's campus from a pool of applicants.
- For community-sensitive positions, the Superintendent may seek input from the Board.

## 6. RESIDENCE

“Residence” shall mean domicile, one’s home and fixed place of habitation to which one intends to return after any temporary absence. One does not lose one’s residence status by leaving to go to another place for temporary purposes only. A person does not acquire a residence in a place to which the person has come for temporary purposes only and without the intention of making that place the person’s home. Residence shall be determined in accordance with the common-law rules, as enunciated by the courts of this state, except as otherwise provided by the Election Code. (*Election Code 1.015*) BBA (LEGAL)

A person elected to serve as a member of the Rockdale ISD Board of Trustees must remain a resident of the District throughout his/her term of office. A Board member who ceases to reside in the District, vacates his/her office. BBC(LEGAL)

## 7. RESIGNATIONS

A Board member may resign by delivering written notice, signed by the Board member, to the presiding officer of the Board. The Board may not refuse to accept a resignation. (*Election Code 201.001*) If a Board member submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the Board or on the eighth day after the date of its receipt by the Board, whichever is earlier. *Election Code 201.023* BBC(LEGAL)

All public officers shall continue to perform the duties of their offices until their successors shall be duly qualified (i.e., sworn in). Until the vacancy created by a board member’s resignation is filled by a successor, the board member continues to serve and have the duties and powers of office and continues to be subject to the nepotism provisions. A holdover board member may not vote on the appointment of his or her successor. *Tex. Const., Art. XVI, Sec. 17; Atty. Gen. Ops. JM-636 (1987), O-6259 (1945)*

## 8. VACANCIES

### A. Filling the Position

If a vacancy occurs on the board, the remaining board members may fill the vacancy by appointment until the next trustee election or may order a special election to fill the vacancy. If more than one year remains in the term of the position vacated, the vacancy shall be filled not later than the 180th day after the date the vacancy occurs.

*Education Code 11.060*

### B. Former Board Member Employment

A trustee may not accept employment with the district until the first anniversary of the date the trustee’s membership on a board ends. *Education Code 11.063*

## 9. REMOVAL FROM OFFICE

Board members may be removed from office for:

- “Incompetency,” which means gross ignorance of official duties; gross carelessness in the discharge of those duties; or unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election. BBC(LEGAL)
- “Official misconduct,” which means intentional, unlawful behavior relating to official duties by a Board member entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of a Board member to perform a duty imposed on the Board member by law. BBC(LEGAL)
- Intoxication on or off duty caused by drinking an alcoholic beverage, but not if it was caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician.
- Conviction of a Board member by a jury for any felony or for misdemeanor official misconduct. The conviction of a public officer by a petit jury for any felony or for a misdemeanor involving official misconduct operates as an immediate removal from office of that officer.
- A Board member who is convicted of a purchasing offense [see CH(LEGAL), IMPERMISSIBLE PRACTICES] is considered to have committed official misconduct and is subject to removal under Local Government Code Chapter 87. *Education Code 44.032*

## 10. COMMUNICATIONS

Regarding Communication Practices

- Board members are board members only at a duly called meeting and cannot speak in an official capacity outside the board room.
- Every effort will be made by the “Team of Eight” to communicate effectively with each other so that decisions will be based upon the best information and facts available.
- Board members will keep the Superintendent informed of critical issues as they become aware of them.
- The Board will communicate with the community through public hearings, regular Board meetings, and publications.
- The Superintendent will communicate with all Board members through an agreed upon method (i.e., by telephone or individual e-mail).
- The Superintendent will be available to confer with the Board members to discuss District issues on an as needed basis, communicating critical information to all Board members on a timely basis.

- To avoid public speculation that the Open Meetings Act has been violated, board members must exercise extreme caution at social functions and avoid gathering in groups of more than two board members and will avoid any discussion of Board business.
- If a board member wishes to provide information to the entire Board, the information should first be submitted to the superintendent, who will provide the information to all board members.
- A member or group of members of a governmental body commits an offense if they meet in numbers less than a quorum for the purpose of secret deliberations intended to circumvent Texas Government Code Chapter 551.

## PLANNING AND GOVERNANCE

### 1. MISSION, VISION, GOALS

The Board shall approve and periodically review the District's vision, mission, and goals to improve student performance. The vision, mission, goals, and approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4. BQ(LOCAL)

### 2. POLICY

#### A. Adoption

BF(LEGAL) and (LOCAL)

Rockdale ISD is guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents. The Texas Association of School Boards (TASB) Board Policy Service recommends local policy updates for the Board's consideration.

#### B. Development

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent. BF(LOCAL)



## BOARD MEETINGS

### 1. SCHEDULES

Regular meetings of the Rockdale ISD Board of Trustees are generally held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board Members, the Board President may change the date, time or location of a regular meeting with proper notice. All regular, special, or called meetings of the Board are open to the public. BE(LEGAL) and (LOCAL).

### 2. QUORUMS

#### A. Meetings

The definition of a “meeting” is a deliberation among a quorum of the Board, or between a quorum of Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. Any time a quorum of Board members is gathered and deliberating school business, it is considered a meeting. A quorum is defined as four or more board members.

#### B. Social Function or Convention

The term “meeting” does not include the gathering of a quorum of the Board at a social function unrelated to public business that is conducted by the Board or the attendance by a quorum of the Board at a regional, state, or national convention or workshop if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event or press conference. *Gov't Code 551.001(4)*  
BE(LEGAL)

### **3. AGENDAS**

#### **A. Submission Deadline**

The deadline for submitting items for inclusion on the agenda is the fifth business day before the regular meetings and the fifth business day before the special meetings. BE (Local)

#### **B. Development**

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agendas of the meeting all topics that have been timely submitted by a board member. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization. BE (LOCAL)

The final agenda, with accompanying synopses and documentation, will be made available via Boardbook to the Board on or before 4<sup>th</sup> day prior to the scheduled board meeting.

The consent agenda shall include items of a routine and/or recurring nature, grouped together as one action item. The superintendent, with the board president's concurrence, shall determine which items qualify for inclusion in the consent agenda. Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents. All consent agenda items shall be acted upon by one motion and one vote without separate discussion. Any board member may request that any item on the consent agenda be pulled for individual discussion and consideration. Requests to pull an item from the consent agenda should be made to the board president or superintendent prior to taking up the consent agenda at the board meetings. If possible, the request should be made prior to the board meeting.

#### **C. Posting Board Meeting Agendas**

At least 72 hours prior to a regular or special meeting.

At least 1 hours prior to an emergency meeting.

#### **4. BOARD MEETING PROCEDURES**

##### **A. Order Of Business**

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members. BE(LOCAL)

The Board does have the ability to adjust the agenda or table items, but the Board cannot add or discuss topics that are not on the agenda that was posted prior to the meeting.

##### **B. Rule Of Order**

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

#### **5. VOTING**

All Board members will vote on all action items, except when there is a legal conflict of interest or a conflict that would impair the Board member's judgment in a violation of Board Member Ethics.

Voting shall be by voice or show of hands as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

[See BDAA(LOCAL) for the Board President's voting rights]

Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each other. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.

#### **6. PUBLIC PARTICIPATION**

BED (LOCAL)

##### **A. Audience Participation at a Board Meeting**

Is limited to the portion of the meeting designated to receive public comment in accordance with this policy. 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 requested by the presiding officer.

##### **B. Regular Board Meetings**

The Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

### **C. Special Board Meetings**

Public comment shall be limited to items on the agenda posted with notice of the meeting.

### **D. Procedures**

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

Public comment shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.

#### **i. Meeting Management**

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, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

#### **ii. Board's Response**

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

#### **iii. Complaint and Concerns**

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

**iv. Disruption**

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

**7. CLOSED SESSION**

**A. Procedures For Closed Meetings**

If a closed meeting is allowed, a board shall not conduct the closed meeting unless a quorum of the board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. *Gov't Code 551.101*

The Board can only discuss those items listed on the agenda and permitted by law in closed session.

The Board may conduct a closed meeting for the purposes described in the following provisions: See BEC(LEGAL), Texas Gov. Code 551)

- Attorney Consultation
- Real Property
- Prospective Gifts/Donations
- Personnel Matters
  - Employee – Employee Complaints
  - Student Discipline (unless parent request open hearing)
- Personally Identifiable Student Information
- Security
- Assessment Instruments
- Emergency Management
- Economic Development Negotiations
- Medical or Psychiatric Records (if Board administers a public insurance, health or retirement plan)

**B. Vote**

A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. *Gov't Code 551.102* [See BE]

No one in attendance at an executive session will disclose the certified agenda, the tape recording or any aspect of the discussion that has taken place during that executive session, by penalty of law.

**INFORMATION RECEIVED DURING CLOSED SESSION MUST REMAIN STRICTLY CONFIDENTIAL.**

**C. Certified Agenda or Recording**

A board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with a district's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time.

*Gov't Code 551.103*

"Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. *Gov't Code 551.001(7)*

Closed meetings may not be recorded by an individual trustee against the wishes of a majority of a board. *Zamora v. Edgewood Indep. Sch. Dist., 592 S.W.2d 649 (Tex. App.—San Antonio, 1979, writ ref'd n.r.e.)*

A board shall preserve the certified agenda or recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the board shall preserve the certified agenda or recording while the action is pending. *Gov't Code 551.104(a)*

## **8. ELECTING BOARD OFFICERS**

### **SELECTION OF OFFICERS**

At the first meeting after each election and qualification of Trustees, the seven members of the Board shall organize by selecting:

- A president, who shall be a member of the Board.
- A Vice President
- A Secretary, who shall be a member of the Board.
- The Board may assign a district employee to provide clerical assistance to the Board.

### ***TERM AND DUTIES***

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

#### **A. Board President**

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

- Preside at all meetings of the Board unless unable to attend.
- Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- Call special meetings of the Board. (See BE)
- Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.
- Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
- Perform all customary duties of the office and other duties as may be required by law or the Board.

#### **B. Vice-President**

The Vice-President of the Board shall:

- Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
- Become President only upon being elected to the position.

### **C. Secretary**

The Secretary of the Board shall:

- Ensure that an accurate record is kept of the proceedings of each Board meeting and Executive Session.
- Ensure that notices of Board meetings are posted and sent as required by law.
- In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
- Sign or countersign documents as directed by the action of the Board.



## BOARD MEMBERS

### 1. ETHICS

#### *BBF(LOCAL)*

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 other's ideas.

#### **TRUSTWORTHINESS IN STEWARDSHIP**

I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.

I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.

I will work to ensure prudent and accountable use of District resources.

I will make no personal promise or take private action that may compromise my performance or my responsibilities.

#### **HONOR IN CONDUCT**

I will tell the truth.

I will share my views while working for consensus.

I will respect the majority decision as the decision of the Board.

I will base my decisions on fact rather than supposition, opinion, or public favor.

#### **INTEGRITY OF CHARACTER**

I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.

I will consistently uphold all applicable laws, rules, policies, and governance procedures.

I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

## **COMMITMENT TO SERVICE**

I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.

I will diligently prepare for and attend Board meetings.

I will avoid personal involvement in activities the Board has delegated to the Superintendent.

I will seek continuing education that will enhance my ability to fulfill my duties effectively.

## **STUDENT-CENTERED FOCUS**

I will be continuously guided by what is best for all students of the District.

## **2. DUTIES**

Board members are expected to attend and be prepared for each duly called meeting by:

- Having studied the material in the Board packet; and
- Resolving questions prior to the meeting by contacting the Superintendent.

No Board Member has authority except when the Board meeting is in session.

No Board Member can direct employees in regard to the performance of their duties.

[BBE (LOCAL)]

## **3. REQUEST FOR INFORMATION**

All Board member requests for information must be in accordance with District policy. BBE (LOCAL)

Information requested by a board member will be provided to all trustees.

## **4. COMPLAINTS**

BBE (LOCAL)]

When a citizen complains to a Board member, the Board member shall:

- Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board. *Check FNG (LOCAL) and GF (LOCAL)*
- Refer the citizen to the Superintendent or appropriate administrator in the chain-of-command.
- When the concern or complaint directly pertains to the Board's actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.
- The Board member should advise the Superintendent of substantive complaints within an agreed-upon timeframe.

## **5. MEDIA**

On issues before the Board, the Board President and the Superintendent shall be the official spokespersons for the Board to the media. All Board members who receive calls from the media should refer them to the Superintendent or the Board President, as appropriate.

## **6. CAMPUS VISITS**

Board members are encouraged to attend special events on campuses to represent the Board in support of those activities.

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. 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. BBE (Local) [See also GKC]

Board members are not to go into a teacher's classroom or onto a school campus for the purpose of evaluation or investigation.

Board members should notify campus administrators of individual visits to campuses when they are not attending a scheduled activity.

It is often difficult for staff members to view board members as parents rather than as board members. When visiting a campus or classroom as parents, board members shall observe protocol as follows:

- Make it clear that they are acting as parents.
- Follow the same rules and guidelines for all parents regarding campus visits.
- Never request nor accept extraordinary consideration for their children.
- Attempt to set a positive example for other parents.

## **7. BOARD MEMBER EXPENSE GUIDELINES**

### **BBG (LOCAL)**

An amount for Board member travel expenses shall be approved in the budget each year. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

- Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
- Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

## TRAININGS & EVALUATIONS

### 1. SUPERINTENDENT ROLES AND RESPONSIBILITIES

The Superintendent serves as the chief executive officer and educational leader for the Rockdale Independent School District. BJA(LEGAL)

In addition to responsibilities specifically provided by law or in the Superintendent's contract, the Superintendent shall:

➤ EDUCATIONAL LEADERSHIP:

Provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals.

➤ DISTRICT MANAGEMENT:

Demonstrate effective planning and management of District administration, finances, operations, and personnel.

➤ BOARD AND COMMUNITY RELATIONS:

Maintain positive and professional working relationships with the Board and the community.

SEE *BJA (LEGAL) AND (LOCAL)* FOR SPECIFIC DETAILS

### 2. SUPERINTENDENT EVALUATION

#### A. Annual Appraisal

The Board shall appraise the Superintendent annually using either:

- The Commissioner's recommended appraisal process and criteria [ BJCD(EXHIBIT)], or
- An appraisal process and performance criteria that are:
  - Developed by the District in consultation with the District- and campus-level committees; and
  - Adopted by the Board. *Education Code 21.354(c)* BJCD(LEGAL)

## **B. Annual Performance Report**

The information in the annual report describing the educational performance of the District [see AIB(LEGAL)] shall be a primary consideration of the Board in evaluating the Superintendent. *Education Code 39.307(3) (C) BJCD(LEGAL)*

## **C. 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) BJCD(LEGAL)*

# **3. BOARD TRAINING AND EVALUATION**

## **A. Training**

It is important that school board members are aware of and receive quality training every year. Topics are in statute, specifically Texas Education Code section 11.159 and 19 Texas Administrative Code section 61.1. Board members register for training and then provide a copy of the training certificate to the appropriate staff person at the school district office. The Superintendent's administrative assistant will be responsible for submitting training hours to the Texas Association of School Boards (TASB) each year.

## **B. Reporting**

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's Internet website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. 19 TAC 61.1(j); Education Code 11.159(b)

## **C. Board Self-Assessment**

BG(LEGAL)

The commissioner of education shall develop a board improvement and evaluation tool. The evaluation tool must be research-based and designed to assist a school district in improving board oversight and academic achievement.

A board may determine whether to use the self-evaluation tool, except as ordered by the commissioner.

Education Code 11.182 [See AIC]

**4. ANNUAL BOARD ORIENTATION & REORIENTATION**

These Board Operating Procedures will be reviewed and updated annually at the regular June Board Meeting. Each board member shall annually sign the current Board Operating Procedures accepting their commitment to the procedures.

District Policy BBF (LOCAL), Board Member Ethics, will also be reviewed annually at the Regular June Board Meeting.

**5. VIOLATION OF BOARD OPERATING PROCEDURES**

Infractions of Board Operating Procedures will result in the president meeting with and discussing the concern with the member, and thereafter reporting to the Board.



**Rockdale Independent School District**  
EMPOWER • CHALLENGE • ACHIEVE

I hereby acknowledge that it is my responsibility to review the Rockdale Independent School District Board Operating Procedures, and my signature indicates that I agree to do so and abide by the standard, policies, and procedures contained therein.

Signed this the 17<sup>th</sup> day of June, 2024.

Cheri Hill

BOARD PRESIDENT

Jan Bank

BOARD VICE-PRESIDENT

Amey Casar

BOARD SECRETARY

Jardora

BOARD MEMBER

Janice Keen

BOARD MEMBER

Ahren Laughlin

BOARD MEMBER

open seat

BOARD MEMBER