



Rockwall
INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES OPERATING PROCEDURES



RELATIONSHIPS ■ INNOVATION ■ EXCELLENCE

ROCKWALL INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES



Call to Action

Rockwall ISD empowers learners to embody independence, value relationships and achieve excellence as thriving members of a dynamic global community.

THE BOARD MEETING AGENDA

Procedure:



1 Agendas are created by the Superintendent and the Board President prior to being presented to the Board.

2 No item can be placed on the agenda less than 72 hours in advance of the meeting, unless an emergency or urgent public necessity exists in accordance with the law.

3 The following types of items may be included on a consent agenda for action together in a single vote:

- Routine items
- Annual renewal for ESC or TEA items
- Minutes of Regular and Special Board meetings

4 Placement of items on the consent agenda will be at the discretion of the Board President and the Superintendent. Prior to the approval of the consent agenda a board member may ask that a consent agenda item be pulled from the consent agenda for individual discussion.

5 Board members who have questions about a particular agenda item before the meeting should contact the Superintendent no later than 4 hours in advance of the meeting and, if possible, in the week preceding the meeting. If the requested information is not readily available before the board meeting, the board member will be informed and the need for the requested information discussed at the board meeting.

6 If feasible, the Superintendent will bring the answer to the given question to the meeting for the purpose of providing all Board Members with the information. This does not preclude the inclusion other relevant questions about an agenda item that may surface during the board meeting. If this occurs, board members may ask those questions during the meeting.

Related Policies:

BE(LEGAL) Board Meetings

BE(LOCAL) Board Meetings

BJA(LOCAL) Superintendent Qualifications and Duties

BDA(A) (LOCAL) Officers and Officials: Duties and Requirements

BOARD MEMBER PREPARATION FOR BOARD MEETINGS

Procedure:



1 Administration will ensure that all necessary information is supplied to each board member to allow for informed decisions.

2 Draft agenda and any additional information will be provided to all Board Members approximately 5 days before board meetings.

3 Board members are encouraged to be fully prepared for each board meeting by reading agenda information in advance of meeting. The Board President shall be informed of any questions or concerns from any board member.

4 Board members will ask agenda related questions of the Superintendent at least four hours before the scheduled board meeting.

5 If the requested information concerning an agenda item is not readily available before the board meeting, the board member will be informed.

Related Policies:
BE(LOCAL) Board Meetings
BBF(LOCAL) Board Ethics

BOARD MEMBER RESPONSE TO PUBLIC PARTICIPATION IN MEETINGS

Procedure:

- 1 District patrons may address the board during the board meeting in accordance with board policy BED (LOCAL).
- 2 Any district patron wishing to speak during the public participation section of the meeting must sign the “Public Comment Participation Request” card before the meeting begins.
- 3 The Board may listen to the public comments that follow board policy BED (LOCAL). If the topic addressed is not listed on the agenda, the Board of Trustees may not deliberate on the topic. However, specific factual information or the referencing of existing policy may be provided in response. Although there is no legal requirement to do so, the Board will ask Rockwall ISD administration to review the feedback raised in the comment and if appropriate, provide a response.
- 4 No presentation shall exceed three minutes.
- 5 The Board President will be the designated spokesperson for the Board should any response to the speaker be required. The President:
 - (a) May correct misstatements of fact presented by the speaker.
 - (b) May refer the speaker to applicable board policy and/or direct administration to review item(s) and report back to the Board.
 - (c) May suggest that an item could be placed on a future board agenda for discussion.



Related Policies:
BED (LOCAL) Board Meetings: Public Participation

TEAM COMMUNICATION BETWEEN BOARD MEETINGS

Procedure:

1 The Superintendent will communicate with each board member via board information packets that will include but not be limited to:

- District events and information
- Problem Areas
- Sub-committee summary reports

2 The Superintendent's office will communicate in a timely fashion items of emergency, special need, or interest.

3 Board members may communicate with other individual Board members under circumstances that do not conflict with or circumvent the Texas Open Meetings Act. Electronic mail transmissions about District business by a Board member shall not be considered private.

4 Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

5 Board members who wish to share information relevant to district business or issues before the board will relay the information to the Board President or Superintendent for distribution to all members in the Superintendent's report.



Related Policies:
BE(LEGAL) BJA(LOCAL)

BOARD MEMBER REQUEST FOR NON-AGENDA INFORMATION

Procedure:

1 Board members will direct their individual requests for non-agenda information through the Superintendent.

3 If the Board determines that the request for information is to be honored, it will determine an appropriate timeline for presentation of the information.

2 If the requested information is deemed not readily available or a satisfactory timeline cannot be negotiated, the item may be placed on the next board meeting agenda to determine the board's desire for the information.



Related Policies:
BBE(LOCAL) Board Members: Authority

BOARD MEMBER VISITS TO CAMPUSES OTHER THAN AS A PARENT

Procedure:

- 1** Board members are encouraged to visit any campus.
- 2** As a courtesy to the administration, Board members will inform the Superintendent in advance of the visit. The Superintendent or Superintendent's designee will then inform the campus principal in advance of the visit.
- 3** Board members must check in at the Principal's office following campus guidelines and District Policy GKC (LOCAL).
- 4** Board members will not assume a supervisory role with campus administration, staff or students.



Related Policies:
GKC(LOCAL) Community Relations Visitors
to the Schools Board Meetings Superintendent:
Qualifications and Duties

BOARD MEMBER RESPONSE TO COMMUNITY OR EMPLOYEE COMPLAINTS

Procedure:

1 Listen briefly and respectfully; remain impartial.

(a) At the first opportunity the board member will remind the citizen of due process and that the board member must remain impartial or forego future participation if the case goes before the Board.

2 Ask if complainant has discussed their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Note: Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

3 If complainant does not know the District's informal process, provide the following information:

(a) The complainant should first talk to the person in authority closest to the problem. If not satisfied, then,

(b) The complainant should go to the person in authority over the person noted in (a). If the complainant is not satisfied, then,

(c) The complainant should talk to the Superintendent or Designee. If not satisfied, then,

(d) The complainant may proceed accordingly to the applicable complaint policy FNG (LOCAL) OR GF (LOCAL).

4 Board members shall inform the Superintendent if, in their opinion, the issue has the potential to escalate.

5 The Superintendent will inform the Board member of the resolution of any referred issue.



Related Policies:
DGBA(LOCAL)
FNG(LOCAL)

COMMUNICATING WITH THE MEDIA

Procedure:

- 1** The Board President shall be the official spokesperson for the Board to the media on issues of media attention.
- 2** A Board member who receives a call from the media requesting information, comments, or an interview regarding district business will direct the media to the Board President and he/she will notify the Board President and Superintendent of the call.
- 3** A Board member retains the right to speak to the media as an individual and will honor the majority decision in his/her comments.
- 4** In speaking as an individual, the Board member should clarify that he/she is speaking as an individual and not for the Board of Trustees.



Related Policies:
BJA(LOCAL)
BDAA(LOCAL)
BBF(LOCAL)

BOARD MEMBER COMMUNICATION WITH THE COMMUNITY

Procedure:

- 1** Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:
- Listen politely and respectfully.
 - Relay information about district goal progress in a correct and a positive manner.
 - Refer questions about specific district activities to the Superintendent or to the appropriate staff person when they do not know the answers.

2 The Board of Trustees encourages community input. When concerns are sent to a Board Member, Trustees are encouraged to forward the communication to the Superintendent or the communication to the Superintendent or another appropriate administrator to address. A Board Member should handle community concerns presented to them outside of public meetings with care. Any Board Member response created, transmitted, received, or maintained in connection with official business, may be subject to public information disclosure.



Related Policies:
BBF(LOCAL)
GB(LOCAL)

NEW BOARD MEMBER ORIENTATION

Procedure:

- 1** Local district new Board member orientation will be scheduled to take place within sixty days of the date a new Board member takes the oath of office.
- 2** The Superintendent and the Board President will participate in the orientation. Additional administrative staff may also be included to provide specific information about the District.
- 3** The orientation will be conducted in accordance with the Open Meetings Act.
- 4** Orientation will include but not be limited to:
 - District Demographic Information
 - District Vision, Mission and Goals
 - Overview of District curriculum, objectives, standards and programs
 - Overview of the District budget
 - Overview of District Policy, focusing on Section B: Local Governance
 - Team Operating Procedures
 - Board Training Requirements
 - Team Continuing Education Goals
 - Board Annual Calendar of Activities



Related Policies:
BBD(LOCAL) Board Members: Training and Orientation