

# Runge Independent School District Board Operating Procedures



## **Referencing Board Policies**

Board Approved: September 16, 2019

Runge Independent School District  
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## Preface

The Board Operating Procedures contained in this guide are a set of agreed upon procedures that define how we as a Governance Team (Board and Superintendent) are to handle and respond to school matters associated with the fulfillment of our role as board members.

By having these procedures in a written form and having them approved by the board, we hope to clarify public and staff expectations, minimize confusion, and maximize our efficiency and effectiveness as school board members.

These operating procedures will be reviewed periodically; at least once a year. They may also be revised and changed as deemed appropriate at the time and under circumstances that require additional clarification. Change in Board Policy supersedes these procedures.

## I. Board Ethics

**AS A MEMBER OF THE BOARD**, I shall promote the best interests of the District as a whole, and in doing so shall adhere to the following ethical standard and Code of Conduct:

### **EQUITY IN ATTITUDE**

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

### **TRUSTWORTHINESS IN STEWARDSHIP**

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

### **HONOR IN CONDUCT**

- I will tell the truth.
- I will share my views and respectfully hear and consider others 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 in the District.

## II. Board Meeting

1. There shall be only one scheduled regular school board meeting which shall be held on the third Monday of each month at 6:00 p.m. unless a change is agreed upon by the board due to extenuating circumstances.
2. Special Called meetings shall be called according to Board Policy.
3. The meetings shall be regularly held in the RISD Board Room located on 600 N. Reiffert in Runge unless the board agrees to a different location.
4. In addition to posting the agendas in the district posting box outside of the Administration Building, agendas shall be on the District Website.
5. During Board meetings, Board members will direct any questions that they might have concerning agenda items, reports, vendors, or employees directly to the Superintendent or Board President.
6. As role models for our students, employees and audience, Board members agree to act in a professional, courteous, respectful, and non-confrontational manner with each other and with members of the audience during Board meetings and while acting as a Board member for the District.
7. The Board shall observe the parliamentary procedure as outlined in *Robert's Rules of Order Newly Revised*.
  - a. All discussion shall be directed solely to the business currently under deliberation.

- b. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not relevant to business before the Board.

The Board President shall recognize a Board member wishing to comment.

*Related Policies: BBF (Local); BE (Legal and Local); BED (Legal and Local)*

### III. Board Agendas

1. The Board agenda will be prepared by the Superintendent with advice and consent from the Board President or Board Vice-President.
2. Each school board member has the right to place an item on the agenda and that item shall not be removed without that board member's consent.
3. Agenda items may be submitted by a board member in written form and no longer than the time established by board policy (5<sup>th</sup> calendar day before regular meeting).
  - a. 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.
  - b. The Board President does not have authority to remove from the agenda a subject requested by a Board member without that Board Member's specific authorization.
4. Board agendas shall be released on Board Book on the Friday prior to the meeting but, no less than 72 hours before the board meeting.
5. If a board member desires additional information concerning an item on the agenda, he/she shall call the Board President or the Superintendent prior to the meeting.
6. Information not related to the agenda shall be requested in writing through the Superintendent.

*Related Policies: BE (Legal and Local)*

## IV. Communications amongst Members and Superintendent

1. Board members are encouraged to communicate with the Superintendent through phone calls, e-mail or personal visits, but must make sure they do so in full compliance with the requirements of the Texas Open Meetings Act.
2. The Superintendent will provide a regularly written communique to update Board members on school activities and events, as well as significant information related to schools or district operations.
3. As a matter of routine, there shall be no category of privileged communication between any members of the team and all information that needs to be shared will be shared equally. Care, however, should be exercised so as not to violate/circumvent the Open Meeting Law.

*Related Policies: BE (Legal and Local)*

## V. Request for Additional Information

1. Short answers to specific questions regarding previously shared communication or clarification:
  - a. Board members may contact the Board President or Superintendent to get an answer.
  - b. Individual Board members cannot require District employees to prepare reports derived from an analysis of information or to create a new record from District records. Board action is required to direct the Superintendent or custodian of records to prepare such a report.
2. Additional information that is readily available within the district:
  - a. Board members are to notify the Superintendent of the specific request.
  - b. An appropriate time frame for preparation and presentation of the information will be negotiated between the requesting Board member and the Superintendent.
  - c. If the requested information is deemed not to be readily available or a satisfactory time line cannot be negotiated, either the Board member or the Superintendent can place the issue on the next board meeting agenda to determine the Board's desire for the information.
  - d. Board members have an inherent right of access to records maintained by the District in accordance with Attorney General Op. No JM-119 (1983) and policy BBE (Legal). However, an individual Board member does not have access to confidential student records unless the member is acting in his or her

official capacity and has a legitimate educational interest in the records in accordance with policy FL.

- e. A Board member in his or her official capacity is to notify the Board President about his or her request to view District records. The Superintendent will make these records available for viewing to the Board Member in a timely manner.
3. Additional information that does not currently exist and requires additional time and research:
    - a. These requests must be placed in a written form before the Board at its next scheduled meeting to determine the Board's desires in directing the Superintendent to develop the requested information.
    - b. If the Board determines that the request is to be honored, it will determine an appropriate timeline for presentation of the information at the same meeting that directs the development of the requested information.

*Related Policies: BBE (Local) and BJA (Legal)*

## VI. Contacts With and Visits to Campuses

1. Board members are encouraged to attend as many school events as their time permits.
2. Board members may visit any campus after first advising the Superintendent of the purpose of the visit and then checking in at the main campus office; appointments may be set.
3. Board members may informally interact with any staff member or student during free periods, lunch, or recess.
4. Board members shall not go unannounced onto any district property: building, classroom, gym, or sports field.
5. Board members may not give advice or direction to any staff or student except when safety or liability is an issue; then, must immediately notify the Superintendent soon thereafter.
6. While members of the Board have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents. Therefore:
  - a. When visiting with teachers of their own children, Board members will make it clear that they are acting as parents rather than as members of the Board.



- b. Board members will not request nor accept extraordinary consideration for their students.
7. When a family member of any Board Member contacts or visits a campus, district procedures will be followed.

*Related Policies: BBE (Legal and Local) and GKA (Legal)*

## VII. Correspondence of a Public Nature

1. If the correspondence is received by the District, the Board President shall be informed as soon as possible depending on the importance of the matter.
2. If the President is not available, the Superintendent shall follow the Board Chain of Command until a Board Officer is informed.
3. If no School Board Officer is found then the Superintendent shall inform the next Board Member in order of Years of Service to the Board.
4. Anonymous correspondence (not personally signed, dated and without a confirmed return address) sent to the Board of Trustees, shall be handled in the following manner:
  - ❖ The Board President or Superintendent, as appropriate, shall disregard or follow-up on the information.
  - ❖ This type of correspondence will be handled pursuant to school district policy and statutes.

*Related Policies: DGBA (Legal and Local); FNG (Legal and Local); FNG (Local); GF (Local)*

## VIII. Board Training and Travel

### 1. Board Training:

Board Members are required to complete training as specified in Texas Education Code § 11.59, Texas Administrative Code § 61.1, and Board Policy BBD (Legal):

#### a. New Board Members

- Local Orientation Training, within 60 days after taking oath of office
- Open Meetings Act Training, within 90 days after taking oath of office
- Public Information Act Training, within 90 days after taking oath of office
- Annual Team Building Training (Board and Superintendent), at least 3 hours  
Legislative Update Training, after each Legislative Session

**Plus:**

- At least 10 hours of continuing education the first year

#### b. All Board Members

- Annual Team Building Training (Board and Superintendent), at least 3 hours  
Legislative Update Training, after each Legislative Session

**Plus:**

- At least 5 hours of continuing education in all years

### 2. Board Travel:

- a. An amount for Board member travel expenses shall be approved in the budget for each year. Attendance for training by Board member is subject to budget restraints and limited to state wide conventions and conferences. Out of state travel requires Board approval and only as allowed by the budget.
- b. All Board members shall be reimbursed for reasonable expenses for carrying out the business of the Board, for attending trainings and conventions as official representatives of the Board.
- c. All Board members shall be reimbursed travel and training expenses according to the current approved *Travel Reimbursements*.
- d. The following expenses are eligible for reimbursement: registration, mileage, lodging, regular parking, meals, and incidental expenses.

*Related Policies: DGBA (Legal and Local); FNG (Legal and Local); FNG (Local); GF (Local)*

## IX. Addressing Violations of Board Operating Procedures

1. The Board President will address violations of the operating procedures and policies by a Trustee by meeting with the individual Trustee.
2. Should the matter not be resolved, the violation will be addressed by the Board at a future Board meeting as Board Evaluations under of the Tex. Gov't Code, Section 551.074 and in Open Session should action be needed.

*Related Policies: BE (Legal and Local)*

## X. Communication with the Media

1. The Superintendent shall be the official District spokesperson and shall be responsible for all communication with the news media.
2. The Board President shall serve as the spokesperson for the Board. The Board President, at his discretion, may choose to designate another trustee as the spokesperson for the Board President.
3. All other Board Members who are approached by the media shall refer inquiries by the media to the Board President or President's designee.
4. Questions pertaining to official action of the District should be directed to the District's Public Information Officer or the Superintendent.

*Related Policies: BE (Legal and Local)*

## XI. Addressing Communication with the Community

1. Board members shall listen to concerns from members of the community. Effort should be made to demonstrate sensitivity to concerns being presented while remaining impartial.
2. Board members shall refer the complaint to the lowest appropriate level of administration (chain of command).
3. Board members shall share the concern received with the Superintendent and/or Board President.
4. The Superintendent shall inform the Board Member of the resolution of the concern brought forth.

*Related Policies: DGBA (Legal and Local); FNG (Legal and Local); GF (Legal and Local)*

## XII. Board Self-Assessment and Superintendent Evaluation

School Year 2020-2021

May through July	<p><i>May 17<sup>th</sup>: Regular School Board Meeting</i></p> <p><i>June 15<sup>th</sup>: Regular School Board Meeting</i></p> <p><i>July 20<sup>th</sup>: Regular School Board Meeting</i></p> <p>July 20<sup>th</sup>: Board of Trustees Completes Self-Evaluation</p> <p>July 20<sup>th</sup>: Superintendent Presents Summary of Progress for Board</p> <p>July 20<sup>th</sup>: Board Completes Formative Evaluation of Superintendent</p>
August through October	<p><i>August 17<sup>th</sup>: Regular School Board Meeting</i></p> <p><i>September 21<sup>st</sup>: Regular School Board Meeting</i></p> <p><i>October 19<sup>th</sup>: Regular School Board Meeting</i></p> <p>October 19<sup>th</sup>: Superintendent Presents Summary of Progress for Board</p> <p>October 19<sup>th</sup>: Board Completes Superintendent Summative Evaluation</p> <p>October 19<sup>th</sup>: Board Considers Superintendent Contract Extension</p>
November through January	<p><i>November 16<sup>th</sup>: Regular School Board Meeting</i></p> <p>November 16<sup>th</sup>: Board Sets District Goals</p> <p>November 16<sup>th</sup>: Superintendent Shares Goals with District &amp; Community</p> <p><i>December 14<sup>th</sup>: Regular School Board Meeting</i></p> <p><i>January 18<sup>th</sup>: Regular School Board Meeting</i></p> <p>January 18<sup>th</sup>: Superintendent Presents Summary of Progress for Board</p> <p>January 18<sup>th</sup>: Board Completes Formative Evaluation of Superintendent</p>
February through April	<p><i>February 17<sup>th</sup>: Regular School Board Meeting</i></p> <p><i>March 29<sup>th</sup>: Regular School Board Meeting</i></p> <p><i>April 19<sup>th</sup>: Regular School Board Meeting</i></p> <p>April 19<sup>th</sup>: Superintendent Presents Summary of Progress for Board</p> <p>April 19<sup>th</sup>: Board Completes Formative Evaluation of Superintendent</p>

*Related Policies: DGBA (Legal and Local); FNG (Legal and Local); GF (Legal and Local)*

## Appendix

### Specific Policies Referenced:

1. BBE (Legal and Local) Authority
2. BBF (Local) Ethics
3. BE (Legal and Local) Meetings
4. BED (Legal and Local) Public Participation
5. BJA (Legal and Local) Superintendent Duties
6. DGBA (Legal and Local) Employee Complaints/Grievances
7. FNG (Legal and Local) Student and Parent Complaints/Grievances
8. GBBA (Local) News Media Relations
9. GF (Local) Public Complaints
10. GKA (Legal and Local) Conduct on School Premises

All Runge ISD Policies Located: <http://pol.tasb.org/Home/Index/753>