



RUNGE INDEPENDENT SCHOOL DISTRICT

SCHOOL BOARD OPERATING PROCEDURES

2023 - 2024

ADMINISTRATION

Hector O. Dominguez, Jr.
Esther Cardin
Angelina Torres
Allison Wells
Stacey Porter

Superintendent
Coordinator of Federal Programs & Special Populations
Principal
Assistant Principal
Counselor

BOARD OF TRUSTEES

Zachary Yanta
Robert Jones
Leticia Gutierrez
Danny Esparza
Erma Gonzales
Jamie Rios-Mendoza
Christine Ramirez

President
Vice-President
Secretary
Trustee
Trustee
Trustee
Trustee

Runge ISD Mission Statement

Runge ISD is committed to sustaining a culture of high performance and instilling in our students an unwavering determination to succeed.

Runge ISD Vision Statement

One year of learning for one year of teaching, every student, every year.



BOARD GOVERNANCE

The Board shall constitute a corporate body and shall have the exclusive power to govern and oversee the management of the District's public schools. Education Code 11.051 (a), 11.151 (b). No Board Member or officer has authority outside the Board meeting.

BOARD MISSION AND GOALS

The Board shall approve and periodically review the District's mission and goals to improve student performance. The Board must authorize Board goals and recurring agenda items calendar for board action items by the end of August. The mission, goals, and approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education, Chapter 4.

BOARD MEETINGS

Scheduled board meetings shall generally be held on the fourth Monday of each month at 5:30 pm. When determined necessary and for the convenience of the Trustees or the Superintendent, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board and/or Superintendent.

The President and/or Superintendent shall call an emergency meeting when it is determined by the President or three members of the Board that an emergency or urgent public necessity warrants the meeting, as defined by law.

The Agenda

The deadline for submitting items for inclusion on the agenda is noon of the eighth calendar day before regular meetings. This does not apply to emergency meetings.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and topics meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees 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 Trustee without that Trustee's specific authorization. The Superintendent shall ensure that all topics on the agenda have all supportive materials (handouts, PowerPoints, graphs, maps, etc.) included in the official agenda/BoardBook.

Board members are expected to attend and participate in duly called meetings of the Board. Board members should come to Board meetings prepared to discuss and take action on all items on the agenda. At a minimum, each Board member is expected to have done the following prior to arrival at every Board meeting:

1. Studied the material in BoardBook sent to them prior to the meeting; and,

2. Resolved questions by contacting the Superintendent prior to the board meeting.

Notice to Trustees

Trustees shall be given notice of regular meetings at least seven calendar days prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting, unless otherwise provided by state laws and regulations and/or the Texas Attorney General. Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law.

Closed Meeting/Executive Session

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in a closed meeting. Trustees can only discuss those items listed on the closed session agenda and as limited by law. Trustees must comply with confidentiality requirements. Trustees who disclose confidential information discussed during closed sessions violate the Board Member Code of Ethics. Depending upon the nature of the information and the method by which it is released, a Trustee could be held liable for both civil and criminal sanctions. Any Executive Session topics requiring action must be voted on in the public session.

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 the Trustees' consensus.

Rules 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 a majority vote of the Trustees present. If, during a meeting, a Board Member violates the exceptions of courtesy as expressed in Robert's Rules of Order or violates State Law and/or Local Policy regarding the legal manifestation of a Board meeting, the following disciplinary procedures will be enforced:

1. The Presiding Officer or any member will warn the offending Trustee.
2. If the offending Board Member continues to be in violation, any member of the Board may call for removal from the meeting, requiring a majority vote.

Voting

Voting shall be by voice vote or show of hands, as directed by the President or the presiding officer. When a vote is not unanimous, the presiding officer may poll the Board. Any Trustee may abstain from voting, and a Trustee's vote or failure to vote shall be recorded upon that Trustee's request.

Consent Agenda

A consent agenda shall include topic items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion unless a Trustee requests

that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Superintendent; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by the Board's vote and signed by the President and the Secretary of the Board. The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

Discussions and Limitations

Discussions shall be addressed to the President of the Board and then to the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board. The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as Trustees wish to address themselves to an item under consideration.

Public Forum

At all called, posted, and noticed meetings, the Board shall schedule a time to hear input from citizens in accordance with the Texas Open Meetings Act. Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with Board Policy. A public forum will be held at the beginning of the meeting. Except as permitted by Board Policy and shall not exceed three minutes per speaker.

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.

At 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. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the Superintendent. Individuals must follow the Public Forum guidelines as set.

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. Attendees shall not bring posters, banners, or other items that might disrupt the meeting. If, after at least one warning from the presiding officer, any person 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 person removed from the meeting. All individuals attending meetings will be expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive orders issued by duly authorized local, state, and/or federal authorities.

Complaints and Concerns

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

- Employee complaints: DGBA Series
- Student or Parent complaints: FNG Series
- Public complaints: GF Series

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.

Board's Prerogative to Invite Input

These guidelines shall not prevent the Board from consulting with persons who have information that is germane to the topics under consideration. Such persons may be invited by the Board and may include attorneys, architects, professional educators, business persons, and patrons.

Individual Board Member Request for Information or Report

All Board member requests for information must be in accordance with District policy BBE(LOCAL). The majority of the Board is required to request the creation of new reports. All Board requests to the Superintendent for reports will be reported to the full Board in the BoardBook.

BOARD RELATIONSHIPS

Trustees

Trustees must comply with applicable provisions of the Texas Open Meetings Act with regard to their communications. Trustees may use mail, email, voice mail, text messaging, fax, phone, special committee meetings, or personal contact to communicate with each other individually; however, Trustees shall never circumvent and/or attempt to circumvent the Texas Open Meetings Act by meeting, talking, texting or e-mailing one another in a group large enough to constitute an official meeting, typically four (4) or more. In email or text messaging, "Reply All" must be avoided. Trustees who wish to disseminate information to the Board as a whole will contact the Board President and carbon copy the Superintendent prior to distribution to Trustees. Trustees who participate in social media, such as, but not limited to, Facebook, Google, LinkedIn, or Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online Board meeting. Trustees using personal social media accounts should clearly indicate any communications posted by the Trustee are on their own behalf and not on behalf of the Board and/or District. Trustees should not utilize District social media without approval from the Superintendent.

Expressing Concern About A Trustee's Performance

Trustees are encouraged to express concerns about another Trustee's performance. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate. The steps below should be followed:

1. The Board President shall discuss the concern with the Board Member in question on behalf of the reporting Board Member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
2. The President shall remind the Board Member whose behavior is in question about Board Policies including, but not limited to, the adopted Code of Ethics, and identify non-compliance, if any, with the Code. The discussion will also identify more appropriate alternatives to the conduct and/or conduct at issue or refer the Board Member to policies or procedures that outline approved ways to deal with the issue that prompted the conduct and/or concern.
3. If the Board Member in question does not believe his or her behavior is in conflict with District Policies, including but not limited to, the Board's Code of Ethics, an Agenda Item specifying "Evaluation of Individual Board Member Performance" may be listed on the Agenda for the upcoming Board Meeting.
4. The matter will be discussed by the full Board in Closed Session in an attempt to clearly identify the conduct and/or concern and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.

If the concern involves the Board President, a Board Member may discuss his or her concerns with the Board Vice President, following the process outlined above to the extent possible. Generally speaking, when concerned about a Board Member's behavior, Board Members agree the best practice is to:

- Not take concerns about fellow Board Members to the Superintendent.
- Not speak about concerns regarding individual members with individuals outside of the Board and/or otherwise in compliance with the Texas Open Meetings Act.
- Not speak negatively about another Board Member, Superintendent, or staff in the community.
- Follow the steps outlined herein and in the Board Policy.

ADDRESSING ISSUES INVOLVING BOARD MEMBER'S OWN CHILDREN

While Members of the Board of Trustees have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents. Therefore, Board Members should adhere to the following:

1. Board Members should make it clear that they are acting as a parent.
2. Board Members should not request nor accept extra consideration for their own children or the children of other Trustees, based on their position.
3. Board Members must comply with applicable Board Policies, including but not limited to, the Code of Ethics, when acting on behalf of their own children, or with regard to the children of other Trustees.

Board Members will follow the same chain of command as non-Board Members.

PERSONNEL

Superintendent

The Superintendent shall keep Trustees informed of significant District issues as they arise in accordance with the Texas Open Meetings Act. The Superintendent will respond in a timely and complete manner to the Board's request for information sent through the proper chain of command. The Superintendent will communicate information to all Trustees in a timely and complete manner, including requests from the Board President. Questions submitted to the Superintendent via email or other electronic means should NOT be sent simultaneously to the entire Board or communicated in a manner in violation of the Texas Open Meetings Act.

Trustees will keep the Superintendent informed of concerns in a timely manner. It is the Superintendent's job to take action and resolve situations. Trustees should not violate the chain of command, causing disrespect and unclear expectations between the Community, Staff, Superintendent, and Board.

Evaluation Instrument

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description and performance goals adopted by the Board.

Written Evaluation

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting held in accordance with the Texas Open Meetings Act.

Avoidance of Micromanagement

Trustees should avoid personal involvement in the activities the Board has delegated to the Superintendent or that, by law, are the Superintendent's responsibilities. Trustees must not direct staff other than the Superintendent.

RESPONDING TO COMMUNITY OR EMPLOYEE COMPLAINTS OR CONCERNS

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

1. (May) listen politely for a short period of time but must remember that the Board member must remain impartial in case the situation goes before the Board;
2. Refer the citizen to the appropriate person in the chain of command and encourage resolution; and,
3. Board members shall inform the Superintendent of the complaint.

When an employee complains to a Board member, the Board member shall:

1. Remind the employee of the appropriate means of seeking resolution in Board policy;
2. Remember that the Board member must remain impartial in case the situation goes before the Board;
3. Refer the employee to the appropriate person in the chain of command; and,
4. If appropriate, inform the Superintendent in a timely fashion about the complaint.

When the concern or complaint directly pertains to the Board's own actions or policy for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

Trustees are encouraged and invited to keep the Superintendent informed of significant school and community issues via telephone calls or personal visits.

Individual Trustees cannot speak in an official capacity outside the Board Room nor attend meetings as a representative of the Board without prior authorization of the Board as a whole.

The Runge ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response.

Trustees, individually and collectively, agree to address and resolve all disputes, disagreements, and complaints with the Superintendent in a professional tone and in a legal manner.

TRUSTEES' VISITS TO CAMPUSES OR DISTRICT FACILITIES

Trustees should contact the Superintendent prior to their visit. When making a campus visit, trustees should wear their name badges or visitor badges and follow all campus check-in procedures. Visits to individual classrooms during instructional time shall be permitted only with the superintendent's, principal's, and teacher's prior approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Trustees are discouraged from scheduling campus visits during state and district testing days. If a Trustee has questions concerning the performance of district staff, the questions should be directed to the Superintendent. Trustees should follow the chain of command for complaints, concerns, and requests from staff members during a visit.

ROLE AND AUTHORITY OF BOARD MEMBERS AND/OR BOARD OFFICERS

No Board member or officer has authority as an individual acting alone. No Board member shall direct employees in regard to the performance of their duties. With regard to hiring personnel, the Superintendent has sole authority to hire all personnel. The Board delegates to the Superintendent final authority to dismiss certain non-contractual personnel on an at-will basis, as set forth in Board Policy.

The Board as a body has the following authority and duties:

1. Govern and oversee the management of the District;
2. Employ and appraise, at least annually, the Superintendent;
3. Levy and collect taxes and issue bonds
4. Adopt and file an annual budget;

5. Have District financial accounts audited by a Texas-certified accountant at the conclusion of each fiscal year;
6. Publish an annual report describing the District's educational performance;
7. Receive bequests and donations;
8. Select a depository for District funds;
9. Call elections and canvass the returns;
10. Acquire and hold real and personal property in the name of the District;
11. Execute, perform, and make payments under contracts, including leases, leases with options to purchase, and installments;
12. Exercise the right of eminent domain to acquire property; and,
13. Adopt and periodically review District policy.

The President shall:

1. Preside at all Board meetings;
2. Appoint committees; and,
3. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

The Vice-President shall:

1. Act in the capacity of the President in the absence of the President.

The Secretary shall:

1. Be responsible for ensuring accurate recording of Board meetings;
2. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer;
3. Ensure that notices of Board meetings are posted and sent as required by law; and
4. Sign or countersign documents as directed by action of the Board.

SUPERINTENDENT'S ROLE AND AUTHORITY

The role of the Superintendent shall be the educational leader and chief executive officer of the District. The authority and duties of the Superintendent include:

1. Assuming administrative responsibility and leadership for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the District and for the annual performance appraisal of the District's staff;
2. Assuming administrative responsibility and leadership for the assignment and evaluation of all personnel of the District other than the Superintendent and making recommendations regarding the selection of such personnel;
3. Initiating the termination or suspension of any employee or the nonrenewal of an employee's term contract;
4. Managing the day-to-day operations of the District as its administrative manager;
5. Preparing and submitting to the Board a proposed budget;

6. Preparing recommendations for policies as to be adopted by the Board and the implementation of adopted policies;
7. Provide leadership for the attainment of student performance in the District based upon the state’s academic excellence indicators and other indicators as may be adopted by the state and the Board;
8. Prepare Board agendas and meeting materials in cooperation with the Board President;
9. Accurately prepare and submit, in a timely manner, any and all reports required by TEA, federal and state agencies, the Board, and courts of law;
10. Direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively;
11. Ensure the District’s compliance with all applicable state and federal requirements; and,
12. Develop, evaluate, and revise the District Improvement Plan annually with the assistance of the District Improvement Team.

ANNUAL BOARD ORIENTATION AND TRAINING

Serving as a school board member comes with plenty of challenges. Earning and reporting training credit hours shouldn’t be one of them.

Whether you’re a new board member learning about training requirements for the first time or an experienced board member ready to learn about options that suit your interests, TASB has you covered.

NEW BOARD MEMBER TRAINING REQUIREMENTS (First year of service)

First 90 Days	
Open Meetings Act 1-2 hours	Available through TASB’s Online Learning Center or other registered providers.
Public Information Act 1-2 hours	PIA training may be delegated by district policy.
First 120 Days	
Local District Orientation 3 hours	Provided by your school district.
Orientation to the Texas Education Code 3 hours	Provided through your local Education Service Center (ESC).
Evaluating and Improving Student Outcomes 3 hours	Available through TASB or other authorized providers.
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour	Available through TASB or other registered providers.
School Safety 2 hours	Provided through TEA Learn .
Within First Year	
Cybersecurity 1 hour	See the Texas Department of Information Resources for providers.

Team Building 3 hours	Available through TASB or other registered providers.
Additional Required Training 10 hours	Available through TASB : Additional education based on the Framework for School Board Development is available through TASB’s conferences, events, and continuing education programs. Also available through other providers.

EXPERIENCED BOARD MEMBER TRAINING REQUIREMENTS
(More than one year of service)

Note: Required hours will vary year to year depending on how the Post-legislative Update, Child Abuse, and Student Achievement Accountability hours fall for an individual trustee.

Annual	
Cybersecurity 1 hour	See the Texas Department of Information Resources for providers.
Team Building 3 hours	Available through TASB or other registered providers.
Additional Required Training 5 hours (up to 5 hours online; up to 1 hour using self-instructional materials)	Available through TASB : Additional education based on the Framework for School Board Development is available through TASB’s conferences, events, and continuing education programs. Also available through other providers.
Biennial	
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour	Available through TASB or other registered providers.
Update to the Texas Education Code Sufficient length ~ 1-2 hours after each legislative session.	Available through TASB or other registered providers.
Evaluating and Improving Student Outcomes 3 hours (By the second anniversary of the completion of previous training)	Available through TASB or other authorized providers.
School Safety 2 hours	Provided through TEA Learn .

These Board Operating Procedures will be reviewed and updated every June or at other times deemed appropriate by the Board President and Superintendent.

District Policy BBF(LOCAL) and Board Member Ethics will also be reviewed regularly. The current Board Member Ethics are:

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 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 of fulfilling the Board's responsibilities of goal setting, policy making, 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.

ADOPTED THIS 25TH DAY OF MARCH, 2024.

Hector O. Dominguez, Jr., Superintendent

Robert Jones, Vice-President

Danny Esparza, Trustee

Jamie Rios-Mendoza, Trustee

Zachary Yanta, President

Leticia Gutierrez, Secretary

Erma Gonzales, Trustee

Christine Ramirez, Trustee