

Board Operating Guidelines for 2018

- Based on Two themes:
 - Effective Board Governance
 - Focused on Strategic Priorities
- Aligned with [Board Policy 011: Board Governance Standards / Code of Conduct](#).
- The Board recognizes the research showing that Board behavior is directly linked to student performance. The Board is the highest decision-making body in the school district and we MUST set an example for our employees, our students and the community that elected us.
- The Board recognizes that we have a busy year with critical decisions ahead of us.
- Operating guidelines can help us stay focused on our priorities and maximize our effectiveness as a Board.

Operating Guidelines:

- **Keep Tuesdays open** even if there is no Board meeting scheduled. Make yourself available at other times as needed to the extent possible. We will likely have unplanned meetings or meetings outside of Tuesdays for critical and urgent business such as contract negotiations and hiring of the superintendent.
- **Come prepared** to the meetings – study the information prior to the Board meeting. If you miss a Board or committee meeting, follow up with the chair to catch up and ensure that you receive materials and information. This is your responsibility.
- **No surprises.** Bring your concerns and questions on Board topics to the attention of the Superintendent and Board President/VP in advance of the meeting. This will ensure that we have the information we need in order to have an effective and productive conversation.
- **Debate the issues; not people.** No berating, belittling, insulting or otherwise disrespecting fellow Board members, school district employees or stakeholders.
- **Respect** each other. Listen attentively. No side conversations. Silence cell phones and put them away during Board meetings. Strive to see how our diverse opinions, knowledge and skills can be a source of strength rather than division.
- **Respect** the superintendent's time. A best practice – call the office to schedule a time to talk. Reserve use of cell phone contact to urgent issues.
- **Respect** the expertise of our administrators. No micromanaging – stay out of the weeds. Focus on the WHAT, not the HOW.
- **Be solution and future focused.** No complaints about past Board or administrator actions and behaviors. Let's move forward.
- **Keep your comments concise and relevant.** No need to repeat what others have said or what we have discussed in committee. Be prepared to defend the relevance of your questions by tying them to the agenda topic or to our 5 strategic priorities. Avoid irrelevant discourse or grandstanding. Board meetings are not the place for campaigning or promoting oneself.
- **Abide by Board decisions**, in and out of the Board room, even if you do not agree with them. Be willing to accept that debate is over and it is time to move forward constructively.
- **Understand your authority.** Outside of the Board room, you are an individual member of the public; you do not represent the Board. Watch what you say and how it is perceived. Allow the Superintendent to be our face to the media.
- **Utilize the committees** to work through concerns and questions on a topic.