

Governance Team Procedures (Drafted 7/23/15 and Adopted 9/16/15)

Belief Statement: The goal of the governance team (Board of Education and Superintendent) is to ensure that the district is focused on enhancing the lives of the students and families of Pleasantdale SD 107. This sentiment is echoed in the Board members' Legacy statements below.

- The Board values high-quality education and strives to be better every day.
- The Board developed a long-term strategy for how the district will look in the future - (i.e. clear vision).
- The Board has the best interest of the students in mind when decisions are made.¹

Further, the Board and the Superintendent realize that they are a team and to work together effectively, they must demand 100% honesty from one another, depend on the wisdom of the team, and function in a respectful and honorable manner at all times.

In an effort to adhere to this belief statement, the Board and the Superintendent will strictly observe a set of operating procedures. These procedures will allow all parties to have timely information and ensure that the Board can focus on Board work (the what) and the Superintendent can focus on administrative work (the how).

1. The Board will receive a weekly update every Friday via email.
2. Individual Board members will receive a phone call prior to each Board meeting to answer any questions about the meeting or the packet.
3. Board members will be notified by email, phone, and/or text in the event of an emergency.
4. Board members will receive the Board packet the Thursday before a Board meeting. Additionally, as components of the Board packet become available, they will be released to the Board for timely review.
5. When a question is asked by an individual Board member, the answer will be included in the next Friday Update.
6. Board members will follow the chain of command. When a "customer" or an "owner" expresses a question or concern, that individual will be routed to the teacher, principal, or superintendent for an answer.
7. The superintendent and Board agree that a philosophy of "no surprises" will allow for everyone to do their best work.
8. Direction is only given at Board meetings when a majority of the Board agrees to give direction.

In addition to the above operating procedures, the Board identified four specific behaviors that will ensure that the Governance Team works well together and is most productive. These have been arranged by category and include specific behaviors that support that category. Finally, Each category is accompanied by a narrative that outlines the conversations that occurred at our Board/Superintendent Retreat.

¹ This is a representation of the Legacy Statements and does not include all Board members' individual statements.

Concept	Behavior	Narrative
Respect	Active Listening to all members	Part of being respectful to one another means that it is okay to make mistakes. When a mistake is made we need to own it and forge ahead. Likewise we need to understand that the ultimate goal is a better school districts and that can't happen without some missteps. The Board and Superintendent will be patient and thorough in diagnosing areas for improvement and thoughtful in creating meaningful solutions.
	Value other's point of view	
	Board gives the superintendent the freedom to do his job	
	Superintendent gives the Board the information they need to do their job	
	Always observe 100% honesty	
	Governance Team will be patient with problem solving.	
Open	Information shared freely to help build a community of learners	As a governance team we need to be open to new ideas and not be afraid to experiment with new ways of doing things. Our goal is to create a community of learners and leaders and that can't be done by maintaining the status quo.
	All Board members will have the same information (no silos)	
	Open to change (new and fresh ideas)	
Appropriate	Conversations are focused on solutions	We recognize that the collective group is always wiser than the individuals. As we focus on solutions we will seek others' opinions and always look for ways to bring all voices into the conversation. This means seeking feedback from one another.
	Superintendent will seek advice from Board members	
	Board will seek advice from Superintendent	
	Governance Team will rely on the wisdom of the group	
Direct	Problems are an opportunity for success	We respect one another enough to tell the truth. If you have something to say, just say it. We would rather get the information out and work on a solution than lose energy avoiding direct and meaningful interaction. We prefer conversations to be direct and honest.
	Direct statements allow us to move past the problem and focus on solutions	
	We can solve anything if we are open, honest, and solution focused	
	Provide members of the Governance Team the time they need to express their opinion	