

# **Maine Township High School District 207**

## **Board Operation Guidelines**

Agreed to October, 2017

The Board held a special Board governance training meeting on October 7, 2017. During that meeting, the Board discussed a variety of issues relating to the roles and responsibilities of Board members. The following guidelines were prepared to memorialize what was agreed to in that meeting, for the benefit of both current and future Board members:

### **Addressing concerns from the community and staff (“Customer concerns”)**

- Board members should listen carefully to Customer concerns, mindful of the fact that the views expressed may represent only one side of the story.
- Board members should direct Customers who have concerns to the person in the district most appropriate to help them resolve their concern (teacher, department head, principal, etc.)
- Board members should make clear when processing Customer concerns that one board member has no individual authority to fix a problem.
- Board members should contact the superintendent if they think the Customer concerns warrant the superintendent’s involvement.

### **Abiding by the majority decisions**

- Individual board members do not generally have the authority to act or speak on behalf of the board without the consent of the board.
- Board members should express their opinions and should respect others’ opinions when discussing issues so that all views can be considered.
- Board members have the right to disagree with the decision of the board. That being said, Board members should support the board in its decisions by recognizing and abiding by the will of the majority.

### **Board preparations relating to meetings and issues on upcoming meeting agendas**

- Board members should come prepared for board meetings having read their packet in advance.
- Out of respect for all participants and the board governance process, board members should, whenever possible, contact the superintendent or an appropriate cabinet member with any questions on the agenda prior to the board meeting.

- Board members understand that although they may ask questions prior to the meeting, they have a right to ask those same or other questions at the meeting as well.

#### **Board member requests for information/questions**

- Board members should self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.

#### **Closed sessions meetings**

- Board members should respect the confidentiality of privileged information shared during a closed session meeting.
- Board members should understand that to divulge closed session information may not only damage the relationship of the team, but has the potential for far reaching consequences which may impact future district operations.