



# **Baldwin Community Schools**

## **Board Norms**

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1. A "new" board is created every time a new member joins the board. The operating principles must be reviewed to determine if there continues to unanimous support for each procedure. The board and superintendent will conduct an orientation workshop as soon as possible following the election and/or appointment of a new board member and no later than 90 days after the new board takes the oath of office.
2. The Superintendent shall provide Board members with board packets five (5) days in advance of Regular Board meetings. Board members agree to contact the Superintendent directly should there be any questions regarding the information included in the packet. The Superintendent shall contact Board members should additional information be required for review and/or consideration prior to Regular Board meeting.
3. Board members are encouraged to offer praise for employees, but criticism must be channeled through the Superintendent's office.
4. Agendas must be open and on the table for meaningful dialogue to occur. Information upon which decisions are to be made, with appropriate alternatives, will be given to the Board upon request, provided request allows for sufficient time to complete. Surprises by board members and administrators at meetings are generally counterproductive. The intent of this item is to communicate to the Superintendent a need for additional information and/or options for the individual to consider. It is not intended as an avenue to impose total agreement on the issue; nor is it an attempt to discourage an individual's right to dissent.



5. Discussions at meetings and debate over issues should be open and honest without disclosing issues held to be confidential. Once a final decision is reached, each member has the responsibility to support the decision and aid in its implementation. In this context, "support" means, at a minimum, to accept the decision and to do nothing that would undermine the Board's action. A Board member's right to dissent is always preserved.
6. Personal and snide comments are counterproductive to good group process. The Board agrees to have a workshop when it finds interpersonal issues are impeding pragmatic decision making.
7. The Board agrees to hold one (1) to two (2) meetings to give an appraisal of the Superintendent's performance prior to the final evaluation to be conducted in June.
8. Processing complaints/concerns from Staff, Parents, and Community Members  
When an individual Board Member is contacted by a staff, parent, or community member, each member has agreed to the following procedures:
  1. Listen to the concern.
  2. Offer to assist by having the appropriate school official contact the person.
  3. Inform the individual of the appropriate policies and channels regarding complaints, if appropriate.
  4. Assist by informing the complainant of the correct procedures in resolving the issue. (Example: Teacher complaint by parent: refer parent to principal and teacher.)
  5. Continue to channel the individual to the next immediate local level if the issue is unresolved.
  6. Contact the Superintendent to inform him of the situation and what direction has been provided to the complainant.
  7. The Superintendent will then issue a directive for follow-up as necessary.