

Fallbrook Union High School District

Governance Team Protocols and Governance Standards

The Board of Trustees is the educational policy-making body for the District. To effectively meet the District's challenges, the Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective operating procedures, or protocols, must be in place.

General -The Board and Superintendent will:

1. Keep learning and achievement for all students as the primary focus.*
2. Value, support, and advocate for public education*and specifically the school District.
3. Operate openly with trust and integrity.*
4. Govern in a dignified and professional manner, treating everyone with civility, dignity, and respect.*
5. Define and respect the difference between administration and policy-making and respect the roles of each; the Board makes policy and the administration implements policy and manages the District.
6. Keep confidential matters confidential.* Uphold the legal requirement for Closed Sessions; will keep all conversations taking place in Closed Session absolutely confidential.

Board Members will:

1. Work with all members of the Board and the Superintendent to become a team devoted to students; be dedicated to making all members of the team successful.
2. Act with professional behavior, and understand the implication of demeanor and behavior.*
3. Recognize and respect difference of perspective and style on the Board and among staff, students, parents, and the community.*
4. Focus on policymaking, planning and evaluation for student success.
5. Govern within Board-adopted policies and procedures.*
6. Communicate a common vision.*
7. Understand authority rests with the Board as a whole and not with individuals.* Recognize decisions are made only at properly scheduled meetings.
8. As an individual Board member, do not make or appear to make a decision that appropriately should be made by the entire Board.
9. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
10. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.*
11. Attend regularly scheduled Board meetings unless a situation occurs that makes attendance impossible; cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
12. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff.*

13. Understand individual requests for reports and projects will be directed only to the Superintendent.
14. Understand the Superintendent's role to make personnel recommendations and changes in consultation with the Board.
15. Understand a clear chain of command that the Board as a collective body works through its Superintendent.
16. Participate in establishing annual expectations and goals for the Superintendent.
17. Objectively evaluate the Superintendent's performance and provide appropriate feedback.
18. Periodically evaluate its own effectiveness*; review its protocols annually.
19. All Board members are responsible for the Board's performance.*
20. Communicate directly with the Superintendent when a question or concern is raised by a staff member, student, parent, or community member.
21. Contact the Superintendent whenever contacted by the media regarding an incident, event, or agenda item. The Board President and/or Superintendent are the spokespersons for the District.
22. Communicate directly with the Superintendent prior to Board meetings to address questions and/or concerns about agenda items; honor the "no surprises" courtesy with the Superintendent and fellow Board members.
23. Understand that the Board president in collaboration with the superintendent, recommends, proposes or suggests items that go before the board.
24. Communicate one-on-one with the Superintendent when an individual concern arises; will not allow a matter to fester. For sensitive or confidential matters communication will be in person

or by telephone.

25. Cast a vote on all matters except when a conflict of interest arises.
26. Recognize the individual role of constituents and special interest groups, while understanding the importance of using one's best judgment to represent all members of the community.
27. Board Members are encouraged to visit school sites with the superintendent.
28. Represent the District, when possible, by attending community functions.
29. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.*

The Superintendent will:

1. Work toward creating a Governance Team with the Board dedicated to students.
2. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
3. Work with the Board to establish a clear vision for the school District.
4. Communicate the common vision.
5. Recognize that the Board/Superintendent governance relationship requires support by the District's management team.
6. Understand the distinction between Board and staff roles, and respect the role of the Board as the representative of the community.
7. Accept leadership responsibility and be accountable for implementing the vision, goals, and policies of the District.

8. Prepare preliminary goals annually for the Board's consideration.
9. Provide data to the Board members so data-driven decisions can be made.
10. Make personnel recommendations and changes in consultation with the Board.
11. Communicate with all Board members promptly and effectively.
12. Inform the Board prior to critical information becoming public; apprise all Board members in a timely manner of any major incident or when they may be called on to answer or explain.
13. Distribute information fully and equally to all Board members.
14. Provide information requested by one Board member to every Board member.
15. Distribute the Board agenda in a timely fashion and with enough time for Board study, and clarify information prior to scheduled meetings.
16. Never bring a matter to a public meeting that is a surprise to a Board member or cabinet member.
17. Provide requests for additional information through a Board up-date, special report, Board agenda items, or as a Board workshop.
18. Present major decisions initially as a discussion item, then place it on the next Board agenda for action.
19. Treat all Board members professionally.
20. Communicate with individual Board members to determine if concerns exist prior to a possible problem developing, and respect the right to disagree with each other.
21. Keep the Board informed regarding issues and/or situations that could possibly concern parents, students, staff or community.

22. Bring to the attention of the Board matters that affect relationships.
23. Visit school campuses regularly.
24. Represent the school District by being visible in the community.
25. Model the value of lifelong learning.

**CSBA Governance Standards*



Diane Summers
President



Lita Tabish
Vice President



ELana Sterling
Clerk



Lee J. De Meo
Member



Sharon Koehler
Member



Dr. Lou Obermeyer
Interim Superintendent