



Governance Team Core Values

We put students first
We exercise teamwork
We emphasize life-long learning
We strive for continuous improvement
We exhibit financial responsibility

Governance Team Norms

The Elizabeth governance team includes the five members of the board of education and the superintendent of schools, with the understanding decisions are made by a majority vote of the elected board directors only.

Agenda information items must be submitted to the board secretary by 8 AM on the Thursday before the coming board meeting. This is necessary so information can be included in draft packages sent to all directors electronically by 10 AM on the Thursday before the coming board meeting. Information not received by this deadline will not be included on the coming agenda.

Upon receipt of the draft agenda, directors will have until Noon on the Friday before the next board meeting to request clarifications or to suggest changes prior to the public posting of the agenda 5 PM on the Friday before the next meeting.

Confidential items must be held confidential by individual board directors for the team to feel comfortable to openly sharing ideas, information, and opinions. The team strives for the open exchange of ideas and will publicly share information when it agrees to do so.

The ***superintendent will communicate*** in an electronic fashion to all directors weekly about things the superintendent deems important, and each director pledges to review it in a timely manner.

Requests for information about district matters will go through the superintendent and will be shared with all directors. Superintendent responses to requests will also be shared among all directors.

When there is a district emergency, the board agrees the superintendent should focus on the issue at hand. If possible, the superintendent will send a quick text message to all directors to inform them of the situation, with follow-up information to be distributed as soon as possible. If it is not possible for the superintendent to communicate in this way, at minimum a direct call to the board president will be made explaining the crisis, with the understanding the board president will immediately share information with the rest of the board. The superintendent will then update the board as events unfold, even if a resolution to the crisis has not been reached, with clear understanding as to what can be shared with the public.

The superintendent will **deliver messages on behalf of the district**. If the superintendent is not available, the director of communications will do so.

In “heads up” situations, the superintendent will notify all board members as soon as possible, in whatever way is most convenient, as opposed to waiting to report such items through their weekly communication. When a text message is sent by the superintendent, each director will respond to indicate it was received.

Directors will refer **concerns from community members** to the proper level of the chain of command. If in a director’s judgement the superintendent should be notified, the concern will be communicated to the superintendent and all directors. When the concern must be reported to the superintendent, the problem resolution will be communicated with the entire board.

Dissenting directors are encouraged to express their reason for disagreement during discussion of an action item before a vote is cast. However, once a decision has been made democratically the entire governance team will respect the outcome, doing nothing to undermine the implementation of the action.