Superintendent Guidelines

DO:

• Talk with and give the same information to all Board members.
• Avoid surprises. Keep the Board informed as situations develop.
• Tell the Board what you believe - not what they want to hear. Keep the Board informed about what goes well as well as what didn’t go well.
• Be prepared for Board meetings by sending materials out in advance.
• Seek Board input on major decisions. Get Board approval on sensitive issues.
• Be willing to make unpopular recommendations, when necessary.
• Present alternatives to the Board in an objective manner.
• Orient and assist new Board members.
• Help the Board set goals for the district.

DON'T:

• Embarrass Board members.
• Expect 100% approval of all your recommendations.
• Overwhelm the Board with information.
• Make public statements before informing the Board.

Board Member Guidelines

DO:

• Handle complaints properly. Communicate concerns about the district to the Superintendent first.
• Avoid bringing up surprises. Keep Superintendent informed or ask that an item be placed on an agenda.
• Be open and candid with the Superintendent. Communicate praise as well as areas of concern to the Superintendent.
• Be prepared by reading all materials sent out in advance.
• Act only as a whole Board, not as individuals in Board matters.
• Act on tough issues despite community pressures.
• Ask for more information if not ready to act, especially when a resident raises an issue.
• Evaluate the Superintendent.
• Lead meetings skillfully.
• Keep information confidential.
DON'T:

- Embarrass your Superintendent.
- Take it personally when the majority of the Board votes against your viewpoint.
- Expect the Superintendent to act precisely as you want and expect.
- Encroach in administrative areas (micromanage).

As a Team

- Show loyalty and support to one another
- Be open and candid with one another
- Not harbor hidden agendas
- Not circumvent each other
- Remain flexible and have a sense of humor!