

(DRAFT WORK PRODUCT OF THE COLORADO ASSOCIATION OF SCHOOL BOARDS)

Meeting Norms and Agreements

- Focus on what is best for the school district
- Communicate in an open, full, honest, clear, and concise manner
 - Listen fully
 - Respect other people's point of view
 - Listen with an open mind
 - Seek first to understand and then to be understood
 - Give balanced and equal time for opinions and input
- Candid, Open and Respectful conversation between Board Members
 - Critique without being critical
 - Everyone contributes
 - One Question Rule
 - No member of the Board will be allowed to ask an additional question, until every other member of the Board has had an opportunity to ask a question.
 - If you don't speak then the group assumes you agree
- There is much work to be done, it will not be accomplished in a single session
- Trust others to perform
- Participate fully
 - Be prepared for the meeting
 - Read material related to the Agenda ahead of the meeting
 - No "Gotcha" moments
- Maintain a sense of humor

Board Member Requests for Information

1. If the Information requested is readily available, then the Superintendent will provide the information to all members of the Board within 1 business day
2. If the information requested requires, in the opinion of the Superintendent, significant amount of staff time to produce, collate and distribute to Board members;
 - a. The Superintendent will ask all Board members if they want the information
 - i. If a majority of the Board members say YES, then the Superintendent will;
 - ii. Direct staff to gather the information.
 - iii. Advise all Board members as to when it will be available.
3. If a majority of the Board members say NO, then the Superintendent is under no obligation to provide the information
 - a. The Superintendent will provide the Board all the information necessary for the the Board to make an informed decision.

