

Hot Springs County School District #1

Board of Trustees

Operating Procedures

Advocacy

Statement: We will advocate for the highest quality education for ALL students and pledge to:

- **Work together to foster an atmosphere to ensure that all students learn and succeed to their individual potential and with recognition that students come to school with different learning styles.**
- **Support the goals of the district and the programs that support those goals to produce successful learners.**
- **Make our school district one in which all students and all employees are continuously learning and improving.**

Team Focus

Statement: We will work together to meet the needs of ALL of our students and pledge to:

- **Value the individual differences of team members and acknowledge that everyone has the freedom, opportunity and responsibility to express his or her personal beliefs regarding quality education.**
- **Speak with one voice following open discussion, recognizing that differing opinions support healthy decision-making.**
- **Commit to a comprehensive strategic planning process that is driven by the district mission and developed by a strategic leadership team.**
- **Strive to work with each other with the highest levels of trust and integrity in order to accomplish our mission.**
- **Ensure that all major decisions reflect consistency with district goals and the strategic plan.**

Leadership Team Development

Statement: To be effective decision-makers and meet the goals of the district, we pledge to:

- **Commit the appropriate amount of time necessary to be well informed. Essential expectations include:**
 - **Learning about the school district and district policies and procedures.**
 - **Attendance at all school board meetings.**
 - **Active participation on assigned committees.**
 - **Structured visitations in schools and classrooms to develop greater understanding of the work being done to meet district goals.**
 - **Participation in regional, state and national learning experiences.**
- **Differentiate between opinion and information when considering decisions.**
- **Schedule a 15-minute monthly agenda item that provides information regarding district initiatives.**
- **Commit to annually establishing and reviewing district goals and progress on the strategic plan.**

- **Develop a formal orientation process for new school board members that will include our goals, strategic plan and operating principles.**

Positive Relationships

Statement: We recognize the importance of developing and maintaining healthy, open and honest positive relationships and pledge to:

- **Respect and value the opinions of others.**
- **Listen with respect and strive to be non-judgmental.**
- **Engage in only transparent conversations and avoid those that are private and potentially damaging to the team.**
- **Ensure that all team members have access to the same information.**

Communication

Statement: We are committed to open and honest communication that promotes a positive working relationship. We pledge to:

- **Engage in communication that requires a high degree of trust.**
- **Utilize the media to develop a more positive image of the district and articulate the quality of the work being done for our kids.**
- **Distribute committee minutes via the board packet so that all team members have access to the discussions taking place.**
- **Receive and read a regular update from our superintendent and monthly building reports.**
- **Expect that the superintendent will contact team members via telephone when priority issues arise. We pledge to keep this information confidential.**
- **Allowing our superintendent to be the spokesperson for our district.**

Handling Concerns

Statement: We will handle public concerns tactfully, orderly and effectively by adhering to the chain of command as listed below:

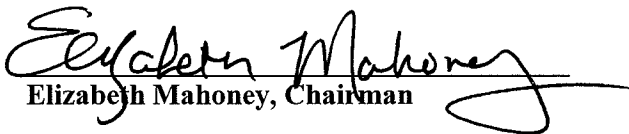
- **Listen to the concern.**
- **Explain that the board and administration team have established a process for handling concerns.**
- **Ask the person if they have discussed the issues with the person immediately responsible and inform them of the importance of that first step.**
- **Express appreciation for the concern and affirm a desire to reach a satisfactory resolution.**
- **Encourage the person to follow the established process and assure them that the superintendent will be notified of the concern but again affirm the importance of following all steps in the chain of command.**
- **Close the call by asking the person to report back with an update in the resolution of the issue.**

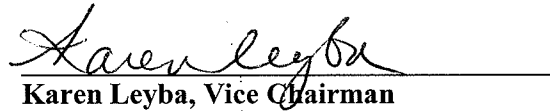
Meeting Format

Statement: We will conduct our meetings in an open and orderly fashion.

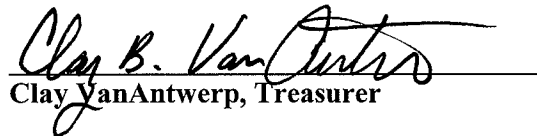
- The superintendent, board president and the board vice president will develop board-meeting agendas cooperatively. Individual board members may request to have items placed on the agenda, subject to the approval of the board president.
- All meeting agendas are open and will be publicized to encourage meaningful discussions.
- Each meeting will include a public forum that will encourage community and/or staff dialogue.

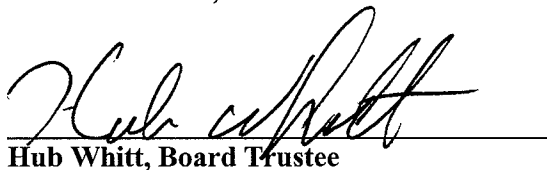
Acknowledged and adopted by the Hot Springs County School District No. 1 Board of Trustees on August 20, 2009.

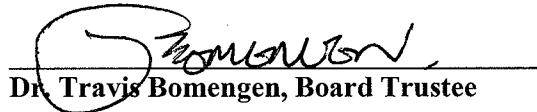

Elizabeth Mahoney, Chairman

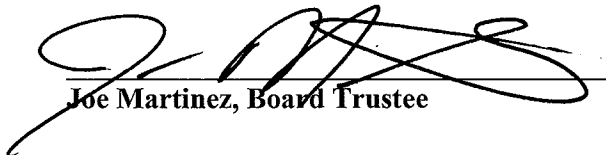

Karen Leyba, Vice Chairman


Belenda Willson, Clerk


Clay VanAntwerp, Treasurer


Hub Whitt, Board Trustee


Dr. Travis Bomengen, Board Trustee


Joe Martinez, Board Trustee