

Board of Education Operating Norms

The members of the Upper Arlington Board of Education are committed to serving students and the Upper Arlington community. These norms have been established collaboratively in order to support the board and district leadership in working together respectfully, efficiently and effectively.

1. Code of ethics

- a. Students' interests come first. The Board will represent the needs and interests of all children in our district. We will work diligently to continuously improve our organization, basing decisions on what is best for all of our students, while representing the values and beliefs of our collective community.
- b. The Board values community input and student voice and will support the administration in implementing systems and structures to engage stakeholders as a critical component of the continuous improvement process.
- c. As elected representatives, it is important for the Board of Education to model respectful and courteous behavior when discussing important topics.
- d. The Board will emphasize planning, policy making, evaluation of the superintendent and treasurer and communication rather than becoming involved in the day-to-day management of the schools. Board members will listen to stakeholders but direct individuals back to the superintendent / treasurer.

2. Agenda Development

- a. Board members will submit any ideas for potential agenda items / new business to the superintendent and/or treasurer. The superintendent and treasurer will gather initial information on the topic for consideration in the "future agenda items" portion of the meeting.
- b. The superintendent and treasurer will prepare the agenda in cooperation with the board president and/or vice president one week prior to the meeting.
- c. The Board of Education will receive the agenda with supporting materials 3 business days prior to the meeting. The Board will be notified if any adjustments need to be made prior to the meeting. The agenda will be released to the public 48 hours prior to the meeting. When possible, Board members will be informed of executive session agenda items.
- d. The superintendent and treasurer will develop a yearly calendar that includes broad themes/topics.

3. Questions on meeting agendas

- a. No one (board members, superintendent or treasurer) should feel taken by surprise during a board meeting. Board members will contact the superintendent and / or treasurer with any questions regarding a meeting or agenda item at least 24 hours in advance.
- b. Board members understand that all questions should be first asked prior to the meeting, but may also be asked again at the public meeting.

4. Meeting Management

- a. Public participation is an opportunity for the Board to hear from constituents. The Board's role is to listen and, when appropriate, the president will direct the superintendent to follow up after the meeting.
- b. Individual board members are entitled to their opinions and should feel comfortable expressing their own viewpoints during discussion of an agenda

item. After opinions are heard and a vote has been taken, Board members will publicly support the action taken, even if their vote was not in line with the majority vote.

5. Requests for information

- a. Board members will ensure a request they make for information does not divert an inappropriate amount of time from staff working to achieve district goals. Any request for information taking more than 30 minutes of time will go to the full board for consensus. Any request for information should be made to the superintendent or the treasurer.
- b. The response to all information requests from one Board member will be shared with all Board members.
- c. The superintendent, treasurer and board president are responsible for managing the relationship with legal counsel. Individual board members will request legal opinions and guidance through the superintendent, treasurer or board president to avoid duplication of requests and ensure efficient use of resources.

6. Communication

- a. The board president and vice president will have a scheduled meeting with the superintendent and treasurer up to two times per month. The remaining members of the Board will meet with the superintendent and treasurer once per month.
- b. The superintendent and treasurer will provide a brief written weekly report to the Board of Education with district updates each Friday. Urgent updates will be delivered immediately.
- c. The superintendent or administration designee will respond to all emails sent to the full board. Responses will be copied to all members of the Board of Education.
- d. The Board president will serve as the spokesperson for the Board of Education. The superintendent will serve as the spokesperson for the district.