



Strasburg School District 31-J Board of Education Team Norms

We are accountable to the Board and the Community

- We are respectful, open, direct and transparent in our communications especially when dealing with difficult, sensitive or controversial matters. We consider whether feedback should be provided in an open environment or in a one-on-one discussion.
- Foster a joyful environment by taking time to celebrate successes and acknowledge good work.
- We actively listen to presenters objectively, without bias or personal agendas while providing feedback and actionable recommendations.
- We actively listen to one another without becoming defensive and are sensitive to how we provide our input.
- If a decision is agreed to by the Board, even if not supported by everyone, it will be supported and promoted outside of that room by the entire group.
- We communicate requests, give reasonable lead time when possible and clearly define expectations and requirements and respect others' work-life balance.
- We demonstrate mutual respect by raising issues with the people whom we have individual concerns rather than talking behind their back.
- We acknowledge our flaws and admit we are wrong if necessary.
- We invite conflict and ask for opposing views.
- We will listen to all with respect and the intent to understand.
- We meet agreed-upon deadlines and manage expectations where we cannot meet deadlines.
- We will abide by all legal requirements.

We embrace our collective vision for Strasburg 31J

- We embrace the School Mission and advocate for all students through partnerships between home, school and the community.
- We strive toward achieving our Educational Objectives and believe that all students can learn and achieve academic success.
- We are sensitive to the "greater good" of the Strasburg School District - we bring our expertise into our discussions, but leave our personal agendas at the door.
- We treat all issues and initiatives with same the level of focus and attention.



Strasburg School District 31-J Board of Education Team Norms

We ensure that our Board meetings are effective and productive

- We stay focused on the current topic.
- We make our meetings the priority.
 - No phones/laptops
 - No other meetings scheduled at same time
 - Pre-defined break schedules
- Agendas and information requests are sent out in advance and with time for corrective actions.
- Pre-reading, when required, will be provided no less than 2 business days in advance of the meeting with the expectation that all Board members will read the material and come prepared for the discussion during the meeting.
- We define the purpose for the meeting including whether there is a need for input, feedback, or decision.
- We start and stop on time; if the Board has reached the allotted time on an agenda item, the Board will make the decision whether to extend the time, table the item, or take other action related to the agenda item.
- We designate a time keeper and note taker.
- We are mindful of the discussion/decision balance and provide time for both.
- We give everyone a voice and do not interrupt each other.
- We use clear, “on point” communications and don’t “pile on” to a point already made.
- If a Board member is out, we assign someone to communicate the information covered.
- We leave the meeting with clear action items, time lines, and action owners.
- If we stray from our Team Norms, we will speak up and get back on track.