

DSS&T Board of Directors

October 14, 2003

Roles, Responsibilities, and Expectations of the DSS&T Board of Directors

The purpose of this document is to specify the roles and responsibilities of the Board as well as individual directors. It is also intended to inform the public of the conduct it is entitled to expect of the Board and its members.

Board of Director Responsibilities:

- 1) Carry out duties in accordance with the law and with those lawful instructions and ethical standards that relate to its functions as constituted by state authority.
- 2) Select, appoint, monitor, advise, motivate, support, evaluate, and, if necessary or advisable, replace the head of school.
- 3) Defend and preserve the institutional autonomy of the DSS&T, recognizing that the preservation of autonomy requires accountability.
- 4) Have general supervision of the DSS&T and maintain fiduciary responsibility over all funds and appropriations for the school
- 5) Approve major policies, long-range plans, educational goals and approaches and annual budgets, while clearly delegating administrative management responsibilities.
- 6) Accept fiduciary responsibility for the long-term welfare of the DSS&T.
- 7) Ensure adequate resources for the school.
- 8) Ensure collaboration with other education systems and institutions related to the DSS&T's mission.
- 9) Serve as an arbitrator when appropriate.
- 10) Enhance the public image of the DSS&T.
- 11) Monitor and evaluate the performance of the institution in achieving its goals and mission.
- 12) Regularly evaluate the Board's performance and take steps to improve it.
- 13) Assure that the DSS&T remains an institution of equal opportunity.
- 14) Monitor standards of performance for students, faculty, staff, parents, and guardians.
- 15) Monitor and evaluate the mission and performance of advisory committees.
- 16) Be aware of parent and student perceptions of the school's culture and performance.

Individual Director Responsibilities:

- 1) Recognize that authority rests only with the Board as a whole and not in its individual members.
- 2) Never allow any personal conflict of interest to exist. Bring any personal conflicts of interest to the attention of the Board President as soon as possible. Recuse yourself from deliberations and voting in connection with the conflicts.
- 3) Requests for information or comments about school policy or issues by the Press should be directed to the Board President.
- 4) Understand and support the mission of the DSS&T.
- 5) Defend the autonomy of the DSS&T.
- 6) Enhance the public image of the DSS&T and the Board.
- 7) Represent the entire DSS&T rather than any one part or a particular interest, community, or constituency.
- 8) Foster openness and trust among the Board, the administration, the faculty, the students, the parents/guardians, and the public.
- 9) Seek to be fully informed about the DSS&T and its role in the state educational environment and be responsive to the changing environment that affects it.
- 10) Be fully informed on issues that require a decision by the Board.
- 11) Prepare for all meetings by reading the materials provided in advance.
- 12) Attend meetings of the Board, including committee meetings and be prepared to discuss the items on the agenda.
- 13) Speak one's mind at committee and board meetings, and support policies and programs once established.
- 14) Maintain a decent respect for the opinions of fellow directors.
- 15) Foster thoughtful policymaking by distributing Notices of Motion with as much advance notice as possible so fellow Board members can give helpful input during discussions.
- 16) Read and respond as necessary to internal correspondence and communications and be available by phone, fax, or email and respond in a timely manner,
- 17) Understand that the director's role is policymaking and not involvement in administration of the management process.
- 18) Work collaboratively with the head of school.
- 19) Board members are invited to be involved in the operation of the school with the prior approval of the Head of Schools.
- 20) Consider that requests to the head of school's office that have budgetary and/or strategic implications require prior consultation with the full Board.
- 21) Communicate promptly any significant concern or complaint to the head of school and then let the head of school deal with the issue. The head of school is to provide resolution feedback to the board member as appropriate.