

Littleton Academy
Governing Board Conduct Policy
September 16, 1998

A. MEETING PROCEDURES

1. Presentation of agenda items will be suggested by Board members, the administration, or parents. Agenda items for future meetings will, to the extent possible, be agreed to at the prior meeting. Between meetings, agenda items will be agreed to by the President and Secretary, with consultation as appropriate with other members and the administration.
2. Presentation of agenda items will, whenever practicable, begin with a written memo prepared in advance and distributed according to the agreed upon schedule.
3. New business items raised at the meeting, either by a Board member or a parent will, unless circumstances dictate otherwise, be considered for inclusion at a subsequent meeting only, not for substantive discussion at the meeting at which they were raised.
4. Board members or parents may, between meetings, request new business to be placed on the agenda. Such requests will be considered only if the written materials can be produced in accordance with the schedule.
5. Every item on the agenda will be presented by a Board member or by the administration. Board assignments for agenda items will be agreed upon by the entire Board if possible, or by assignment of the President with the agreement of the Board member(s) involved. Every attempt will be made to share the workload of such assignments evenly among Board members.
6. To the greatest degree possible, the first discussion on agenda items will focus primarily on policy considerations, with more detailed discussions, if required, to be reserved for a second meeting.
7. To the greatest degree possible, and consistent with applicable law, Board members will discuss agenda items in advance in order to further understanding and to focus on contested points.
8. Board members wishing to comment during the meeting will raise their hand and be recognized by the Chair, who will attempt to recognize each member in turn. The same procedure will be used during the public comment session when recognizing audience members who wish to comment.
9. Audience comment will be limited to the agenda item in question, except for new business.
10. When an audience member asks a question that can not be answered at the meeting but does require Board attention, a Board member will volunteer to be asked to respond to the Audience member at a later date and to keep the entire Board updated.
11. Board materials will be placed in Board boxes at the school no later than 8:00 p.m. on the Monday prior to the Wednesday meeting, except when meetings are held weekly, in which case materials will be placed in the boxes by 6:00 p.m. on the preceding Tuesday. If the materials are not in the boxes in a timely fashion, the item is subject to removal from the agenda by the President. Each Board member will obtain and review all material for each meeting prior to that meeting.
12. All written material to be considered at a meeting, with the exception of those materials that are appropriately deemed confidential, will be available for public inspection in the

Littleton Academy (LA) office after they have been submitted to the Board. The Principal will be responsible for ensuring that a copy of such material is available and for having multiple copies available at the Board meeting.

13. The Secretary will maintain the "Action Item List," which will be considered at each meeting when members have agreed to complete items on the list.
14. Board meetings will end at 10:00 p.m., unless the majority agrees to continue or unless a different time is agreed to in advance.
15. The President will prepare a short summary of each meeting's proceedings to be included in the next week's newsletter.
16. Executive sessions will be scheduled as appropriate and follow these same procedures to the extent they are applicable.
17. These procedures may be varied to the extent reasonably necessary in the event exigent circumstances make such modification appropriate.

B. RELATIONSHIP WITH PRINCIPAL

1. The Board establishes policy only when it acts as a group. Individual Board members do not have the authority to take action as individuals, except as delegated to them by the Board as a whole.
2. Individual Board members are encouraged to communicate individually with the Principal on school matters. Such communication should be undertaken with the recognition, on both sides, of the fact stated in item 1 above. Board members must attempt to keep the time demands of such communications reasonable, given the full range of duties of the Principal.
3. In the event that a Board member has a question with respect to issues at LA or the performance of the Principal, that member will raise such question with the Principal when appropriate. The question to the Principal will be posed in a neutral manner and, if the question can not be answered immediately, the Board member and Principal will agree upon a date on which the Principal will have an answer for the Board member. If the Board member is satisfied with the answer, the matter will be concluded. If not, the Board member may then bring the issue to the Board for consideration as a subsequent Board agenda item.
4. All conversations between a Board member and the Principal concerning LA are assumed to be LA business and therefore may be repeated to other members, either by the Board member or the Principal. If either party wishes to conduct such conversation in a confidential fashion, he should seek the agreement of the other party to the conversation prior to engaging in it.
5. Internal Board matters relating to members or Board interaction generally are not a proper subject for discussion with the Principal. Members may and should, consistent with the law, suggest an executive session to discuss such issues. In particular, discussions with respect to the performance or conduct of the Principal, and discussions with respect to the performance or conduct of any Board members, should not be held in the presence of the Principal unless and until the Board is ready to take policy action.
6. Frequent communication being desirable, Board members and the Principal are encouraged to communicate by all mutually agreeable means available (personal

conversation, fax, email, memo, meeting, Principal report). Such communication should be as informal as the issue discussed permits.

7. Board communication with the staff of LA is encouraged. The Board member must be cautious not to act in any manner that is inconsistent with or detrimental to the authority of the Principal.
8. Board members who are also parents of students at LA may communicate with the LA staff in the same manner as any other parent. Board members must make every effort to conduct themselves in such meetings in a manner that does not, in the mind of the staff person involved, take unfair advantage of Board member status.

C. BOARD NORMS

1. Become familiar with the LA original application, contract, by-laws, budget, policies, and procedures.
2. Attempt to form solutions to the problems and decisions facing the Board that consider the input of all Board members.
3. Treat all staff respectfully. Coordinate with the Principal before making classroom visits.
4. Do not disclose confidential issues regarding parents, students and personnel or any school business.
5. Do not discuss opinions about staff with other staff and parents. Confidential discussions about staff may be held with the Principal, remember that the Principal, not the Board is ultimately responsible for staffing decisions.