

**OPERATING PRINCIPLES FOR BOARD OF TRUSTEES  
AND DISTRICT ADMINISTRATIVE TEAM**

- I. We recognize that BEING POSITIVE AND CREATING A POSITIVE WORKING ENVIRONMENT is essential for us to work together as a team.
  - a. We will strive to see the good in others.
  - b. We will refrain from speaking or acting in a negative manner towards any team member.
  - c. We will look for and recognize positive contributions by all team members.
  - d. We will seek ways to turn obstacles into opportunities.
  - e. We will maintain optimism and humor in working together.
- II. The Board and Administrative Team will operate with HONESTY and INTEGRITY.
  - a. We will authentically communicate accurate information at all times.
  - b. We will work openly and collaboratively to resolve problems and will accept responsibility for our actions and decisions.
  - c. Sharing confidential information discussed in Executive Session with unauthorized persons is ethically unacceptable.
  - d. We will walk our talk, and always follow through on our commitments.
- III. OPEN COMMUNICATIONS are essential to develop mutually satisfying, collaborative relationships.
  - a. Open channels for formal and informal communication must be established and maintained among all members of the team.
  - b. Team members must refrain from knowingly deceiving one another and must replace rumors with facts.
  - c. If one team member has a disagreement with another, the first step should be to discuss the matter with the person involved.
  - d. Board Members and Administrative Team members should offer praise to employees personally.
  - e. Criticism of individuals should be communicated privately and should not be aired at meetings.

- IV. We will strive to SOLVE ALL CONCERNS QUICKLY AND CONSTRUCTIVELY.
  - a. We will actively listen to all concerns.
  - b. We will explain that the Board and Administrative Team have an established process for solving concerns.
  - c. We will refer the person to the appropriate person to resolve their concern.
  - d. We will express appreciation to the person for representing their concern and affirm our desire for a satisfactory conclusion
  - e. We will encourage and personally assist that person to follow the chain of command until the problem is satisfactorily resolved.
  
- V. The Board and Administrative Team are committed to CONTINUING GROWTH AND SUCCESS of all students, all adults and our total school district.
  - a. We will actively support training and education activities.
  - b. We will make every effort to commit resources to assist in human growth and success.
  - c. We will establish procedures to focus proficiency standards as a top priority in the use of our resources.
  - d. We are committed to become involved in planning/improvement processes for our schools, our school district and/or our community.
  
- VI. We are committed to the following process for TEAM DECISION MAKING.
  - a. We will gather all pertinent data, including input from all persons to be affected by the decision.
  - b. We will analyze and organize the data, then develop multiple solutions.
  - c. We will prioritize solutions and study possible impacts.
  - d. We will plan for implementation and monitoring.
  - e. We will communicate the reasons for the decision to those affected, yet leave communications open.
  - f. We will give total support to the decision and its implementation.

Adopted: October 4, 1994  
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