

VI. Handling Public Concerns

Statement: The team pledges to handle public concerns in tactful, orderly and effective ways. We pledge to adhere to the following:

1. Listen to the individual's or group's concern.
2. Explain that board and administrative leadership teams have established a process for handling concerns.
3. Ask if he/she has discussed the issue with the person immediately responsible (i.e., teacher or principal)
4. Express appreciation to the individual for presenting the concern.
5. Affirm the desire to reach a satisfactory solution.
6. Encourage the person to follow the established procedures.
7. Assure the person that the superintendent will be informed of a significant complaint. However, confirm that the chain of command procedure must be followed.
8. Ask the person to report back on the progress of the resolution of the concern if appropriate.

VII. Team Decision-Making

Statement: The team will adhere to the following guidelines for decision-making.

1. Commit to reading and studying all necessary documentation prior to a major discussion or consideration.
2. Support the established committee process by:
 - a. Attending committee meetings if possible.
 - b. Trusting in the research and planning performed by the committee.
 - c. Asking pertinent questions as soon as they are generated.
 - d. Determine what additional research/study, if any, needs to be completed prior to a vote.
3. Affirm that, prior to presentation to the entire board of education, the superintendent has participated in conversations and is supportive of the plan.

4. Determine that the recommendations are consistent with district mission and goals and that implementation is possible given resource and staffing considerations.
5. Strive to reach consensus of the board of education prior to the vote.
6. Support the ultimate decision and its implementation
7. Establish a plan to verify effectiveness of implementation.

VIII. Planning, Goal Setting & Accountability

Statement: The team will strive to ensure accountability through an orderly process.

1. The team will commit to comprehensive planning process (i.e., strategic planning) leading to mutually acceptable goals with supporting indicators for accountability.
2. The team will commit to a comprehensive goal setting process that will form the basis for specific actions and results within the district.
3. The team will commit to minimum of one annual retreat to review the goals of the previous year, modify existing goals and determine new directions if needed.

IX. Meeting Format

Statement: All board meetings will be conducted in an open and orderly manner.

1. The superintendent and board president will initially develop board meeting agendas.
2. Agenda drafts will be provided to members of the team for their input.
3. Agendas are open and publicized to encourage meaningful dialog.
4. Executive session will be used as necessary and consistent with state regulations.
5. Each board meeting during the academic year will have a portion of the meeting devoted to acknowledgement of student and staff success.

Cabot Public Schools

Board of Education Operating Principles



Cabot Public Schools
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Board Operating Principles

I. Advocacy

Statement: To ensure high quality education for all Cabot students that will enable them to compete successfully in the global workforce.

Leadership Team Members will:

1. Make educational opportunities for ALL students the highest priority.
2. Pledge high levels of support for programs within the district, which are aimed at increasing the learning opportunities of all our students.
3. Adhere to supporting board decisions once a majority vote has been taken.

II. Team Focus

Statement: The team will value and encourage other member's opinions and input provided it is communicated in an open, honest and unified manner consistent with district mission.

Team Member's Pledge

1. To work with district stakeholders to develop a high quality education to ALL students.
2. To be responsible for doing what is in the best interest of all students in the Cabot schools.

III. Leadership Development

Statement: We support life-long learning, the school board, administration, and all employees of the district.

1. The team will set goals on an annual basis to ensure our continued support and education as team members and to strengthen our educational focus.
2. Board members must commit the appropriate amount of time necessary to fulfill their board role. Essential expectations include:
 - a. Learning about the school district and district policies, procedures and roles in the community and state.
 - b. Attendance at all scheduled school board meetings.

c. Participation on assigned committees.

d. Visitation of schools and classrooms as required by law.

e. Participation in state, regional, and national conferences.

IV. Relationships

Statement: We recognize that it is essential to develop and maintain healthy and positive working relationships.

We will do the following:

1. Strive to see good in others.
2. Refrain from speaking negatively about other team members.
3. Look for and recognize the positive contributions of each team member.
4. Seek ways to turn obstacles into opportunities.
5. Maintain a sense of hope, optimism, and humor in working together.
6. Seek ways to foster interpersonal understanding.

V. Open Communication

Statement: We are committed to communication that promotes openness and understanding of the unique perspectives of individuals.

1. Effective communication requires high levels of trust.
2. Open channels of formal and informal communication will be established and maintained among members of the team. Communication will occur through a variety of avenues, including:
 - a. Regular updates from the Superintendent.
 - b. Committee meetings where all team members are invited to attend.
 - c. Distribution of committee minutes and agendas.
 - d. Other forms of communication as needed.

3. Team members will be supportive of one another.

4. Team members will offer praise to district employees personally.

5. Criticism of individuals will not be communicated personally to them and will not be aired publicly at meetings. The superintendent and other board members will be informed of the concerns.

6. Information permitted by statute (i.e., personnel, litigation) will be discussed in executive session and remain confidential. Sharing of such information with unauthorized persons at any time is unacceptable and carries with it the possibility of public censure.

7. If the superintendent needs to communicate concerns about a board member he will notify the board president and an appropriate strategy for will be developed. If resolution is not reached, the entire board team will be apprised of the conflict and enlisted to achieve a resolution.

8. Team members must agree to operate as a team. As such, they will conduct themselves in accordance with district expectations which include, but are not limited to the following:

- a. Personal request for information and/or personal consideration will be channeled through the superintendent, and all team members will be notified of the request.
- b. The superintendent will be notified of issues that are causing attention of members of the board team.
- c. The superintendent will be the recipient of appropriate information regarding issues needing investigation (i.e., names of the complainants, specific instances regarding the complaints, act).