

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD GOVERNANCE  
STANDARDS/CODE OF  
CONDUCT

ADOPTED: January 19, 2006

REVISED:

## 011. BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT

### Section 1. Standards For Effective School Governance

To promote student growth and achievement, an effective School Board...

a. Advocates for a thorough and efficient system of public education by:

1. Promoting public education as a keystone of democracy.
2. Engaging and promoting community support by seeking input, building support networks and generating action.
3. Allocating resources in a manner designed to facilitate student achievement consistent with school district goals and plans.
4. Maintaining legislative awareness and communicating with members of local, state and federal legislative bodies.
5. Ensuring strong management of the school by hiring, setting goals with and evaluating the Administrative Director.
6. Employing qualified staff to meet student and program needs.

b. Demonstrates responsible governance and leadership by:

1. Staying current with changing needs and requirements by reviewing educational literature, attending professional development opportunities, and preparing to make informed decisions.
2. Interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools.

	<ol style="list-style-type: none"><li>3. Leading with respect and taking full responsibility for Joint Operating Committee activity and behavior.</li><li>4. Engaging all community stakeholders.</li><li>5. Complying with Joint Operating Committee policy and all applicable local, state and federal laws and regulations.</li><li>6. Operating as a collective Joint Operating Committee in making decisions.</li><li>7. Participating in an annual Joint Operating Committee retreat.</li></ol> <p>c. Governs through policy by:</p> <ol style="list-style-type: none"><li>1. Seeking input from stakeholders and following an established procedure for consideration.</li><li>2. Regularly reviewing and, as necessary, revising and adopting Joint Operating Committee policy.</li><li>3. Delegating to the Administrative Director responsibility for implementation of policy.</li><li>4. Ensuring public access to adopted policy.</li><li>5. Purposefully linking its actions to applicable policies.</li></ol> <p>d. Ensures that effective planning occurs by:</p> <ol style="list-style-type: none"><li>1. Adopting and implementing a collaborative strategic planning process, including regular reviews.</li><li>2. Setting annual goals that are aligned with the Strategic Plan and linking Joint Operating Committee actions to it.</li><li>3. Adopting a financial plan that considers short-term and long-term needs.</li><li>4. Adopting professional development plans for the Joint Operating Committee and all staff.</li><li>5. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.</li><li>6. Adopting a master facilities plan conducive to teaching and learning.</li></ol>
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	<p>7. Adopting a plan for curriculum review and development.</p> <p>e. Monitors results by:</p> <ol style="list-style-type: none"><li>1. Using data appropriately to make informed decisions.</li><li>2. Ensuring effective practices for evaluation of staff, programs, plans and services.</li><li>3. Evaluating its own performance.</li><li>4. Assessing student growth and achievement.</li><li>5. Evaluating the effectiveness of the Strategic Plan.</li></ol> <p>f. Communicates with and engages the community by:</p> <ol style="list-style-type: none"><li>1. Distributing relevant information about the school.</li><li>2. Providing methods of communication to the Joint Operating Committee and appropriate staff.</li><li>3. Seeking input through a variety of methods.</li><li>4. Including stakeholders in all communications.</li></ol> <p>Section 2. <u>Code Of Conduct For School Board Members</u></p> <p>a. We, as members of our Joint Operating Committee, representing all the residents of Carbon County, believe that:</p> <ol style="list-style-type: none"><li>1. Striving toward ideal conditions for effective School Board service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy.</li><li>2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.</li><li>3. In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization.</li></ol>
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	<ol style="list-style-type: none"><li>4. Boards of School Directors share responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution.</li><li>5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this county. It is expected that our first and greatest priority will be to provide equitable opportunities for all.</li></ol> <p>b. Accordingly:</p> <ol style="list-style-type: none"><li>1. The community should be provided with information about its schools and be encouraged to provide input and support for the school.</li><li>2. Devoting time, thought and study to our duties and responsibilities as School Directors is critical for rendering effective and credible service.</li><li>3. Joint Operating Committee members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.</li><li>4. Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority decision of the Joint Operating Committee.</li><li>5. Individuals have no legal authority outside the meetings of the Joint Operating Committee, and should conduct their relationships with all stakeholders and media on this basis.</li><li>6. We will not use our positions as School Directors to benefit ourselves or any individual or agency.</li><li>7. School Directors must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.</li><li>8. We should recognize that the primary responsibility of the Joint Operating Committee is to adopt policies by which the schools are to be administered.</li><li>9. We should respect that the Administrative Director and his/her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.</li><li>10. Communication with all stakeholders and the media should be conducted in accordance with Joint Operating Committee policy.</li></ol>
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