BOARD/SUPERINTENDENT
OPERATING PROTOCOLS

Purpose
The Board of Education is the policy-making body for the District that conducts its work in public. To effectively meet the District’s challenges, the Board and the Superintendent must function together as a governance team. To ensure unity among team members, effective operating procedures, or protocols, must be in place. There are general protocols and those that are specific for the Board and the Superintendent.

GENERAL – The Board and the Superintendent will:

1. Keep learning, achievement, and safety for all students as the primary focus.
2. Value, support, and advocate for public education.
3. Operate openly with trust, integrity, and transparency.
4. Govern in a dignified and professional manner, treating everyone with civility, dignity, and respect, while honoring the right to disagree with each other.
5. Recognize and respect the difference between adopting policy and administering policy.
6. Uphold the legal requirement for confidentiality on all matters arising from board meeting closed session.
7. Keep communication open and courteous while keeping confidential matters confidential.

Board Members will:

1. Work with all members of the Board and the Superintendent to become an effective governance team devoted to students and our community; be dedicated to making all members of the team successful.
2. Act with a professional demeanor that models and communicates the District’s values and vision.
3. Recognize and respect differences of perspectives and styles within the Board, staff, and students.
4. Focus on policy-making, planning, and evaluation to enable students to achieve their highest potential.

5. Understand and respect the distinction between the Board and staff roles.

6. Support decisions of the majority, while honoring the right of individual members to express opposing viewpoints.

7. Refer requests regarding reports and projects to the Superintendent.

8. Communicate directly with the Superintendent whenever a significant/sensitive question or concern is raised by a staff member, student, parent, or community member.

9. Communicate with the Superintendent whenever contacted by the media regarding an incident, event, or agenda item.

10. Prior to a board meeting, directly communicate with the Superintendent any questions and/or concerns about agenda items; honor the “no surprises” rule with the Superintendent.

11. Establish annual expectations and goals for the Superintendent, providing appropriate feedback and objectively evaluate the Superintendent’s performance.

12. Understand the importance of using one’s best judgment to represent all members of the community.

13. Take collective responsibility for the Board’s performance.

14. Be encouraged to vote on all matters except when a conflict of interest arises.

15. Visit school sites with the Superintendent as time permits.

16. Represent the District when possible by attending school and/or community functions.

17. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.

18. Annually evaluate their own effectiveness; review their protocols and norms.
The Superintendent will:

1. Work with the Board toward creating and maintaining a team dedicated to students.
2. Work with the Board to establish a clear vision for the school district.
3. Communicate the District’s vision.
4. Recognize that the Board/Superintendent governance relationship requires support by the District’s management team.
5. Understand the distinction among Board, Superintendent, and staff roles, and respect the role of the Board as the representative of the community and as the maker of policy.
6. Accept leadership responsibility and be accountable for implementing the vision, goals, and policies of the District.
7. Prepare preliminary district goals annually for the Board’s consideration.
8. Provide data to the Board members in order to make informed decisions.
9. Make personnel recommendations and changes in consultation with the Board.
10. Communicate with Board members promptly and effectively.
11. Inform the Board prior to critical information becoming public; apprise all Board members in a timely manner of any major incident or when they may be called on to answer or explain.
12. Distribute information fully and equally to all board members.
13. Provide information requested by one board member to every board member.
14. Distribute the Board’s agenda in a timely fashion and with enough time for board study and clarify information prior to the scheduled meeting.
15. Never bring a matter to a public meeting that is a surprise to a board member or cabinet member.
16. Provide requests for additional information through a board update, special report, board agenda items, or at a board workshop.
17. Present new and/or revised board policies as a discussion item for first reading and information. Upon consensus of the Board, new and/or revised board policies will then be placed on the Consent Calendar for approval at the next regularly scheduled meeting of the Board of Education.
18. Treat all board members professionally.

19. Communicate with individual Board members to determine if concerns exist prior to a possible problem developing and respect the right to disagree with each other.

20. Use discretion when keeping the Board informed regarding issues and/or situations that could possibly concern parents, students, staff, or community.

21. Bring to the attention of the Board matters that affect Board and Superintendent relationships.

22. Visit school campuses regularly.

23. Represent the school district by being visible in the local as well as broader community.