



## **ORANGE UNIFIED SCHOOL DISTRICT**

### **Governance & Leadership Team Agreements & Protocols**

Exceptional boards make governance intentional and invest in the structures and practices that address changing circumstances. Protocols are tools to strengthen the capacity of the leadership team to engage in a constructive and positive relationship. It is grounded in a mutual understanding of the respective roles and responsibility of the Board and the Superintendent in providing transparency and stability for the District. The Orange Unified School District Governance and Leadership team members have established the following understandings:

#### **Communications**

1. The Superintendent and Board members commit to open and respectful dialogue with one another.
2. The Superintendent will provide timely and relevant information to Board members through the weekly Friday letter.
3. In order to ensure that all Board members receive the same information, all Board members will receive the same information and responses to issues and questions in the Friday letter.
4. The Superintendent can be reached by text, email, cell or office phone should a Board member need to reach the Superintendent.
5. The Board understands the distinction between Board and staff roles and will refrain from directing or performing management functions that are the responsibility of the Superintendent and staff.
6. The Governance and Leadership team will always practice the “no surprises” rule with one another.
7. The Superintendent and Board members should refrain from using “reply all” whenever possible.
8. Direct communication – If the Superintendent or a Board member has a question or concern it should be addressed to the individual.

#### **Maintaining Confidentiality**

1. Board members and the Superintendent agree to maintain the confidentiality of all closed session and privileged communication.
2. Board members should contact the Superintendent regarding any personnel concerns and/or issues that may arise.

3. The Board will provide clear parameters to the District's negotiation team members and will not address issues of negotiations with employee bargaining unit members.

### **Board Member Role in Public**

1. Board members visiting classrooms or a school are requested to inform the Executive Assistant to the Board/Superintendent's office in advance.
2. Board members should contact the Superintendent should the media contact them. At Board direction, the Board President may also serve as a spokesperson on specific issues.
3. Individual Board members represent the District in an official capacity only when they are appointed by the Board to serve in that capacity.
4. In high profile issues, the Board will appoint a Board member or member of the Leadership team to be the spokesperson for the District in order to communicate a unified message.

### **Handling Concerns**

- 1 The Board and Superintendent are committed to having parent and/or staff concerns handled at the lowest possible level in the organization, where those involved in the issue can resolve the matter.
- 2 Board members will communicate concerns to the Superintendent and not solve them alone.
- 3 Board members will refer parent or staff concerns to the Superintendent. The Superintendent will follow up in a timely manner and provide information back to Board members on the status of the concern. This will generally be done via the Friday letter or through a follow up phone call.

### **Prior to Board Meetings**

1. The Superintendent will meet with the Board President to finalize the agenda prior to public posting.
2. Board members will thoroughly read materials before the Board meeting and will make every attempt to contact the Superintendent with any questions they have on the agenda on the Wednesday prior to the meeting.
3. The Superintendent will contact all Board members before the meeting to answer any questions and/or discuss agenda items in need of further clarification.
4. Board member questions will be answered in advance of the Board meeting with a response provided to all Board members.

5. Board members will make an effort to notify the Superintendent in advance of their intent to remove an item from the consent calendar.
6. When a high profile item is being considered by the Board, any disagreements or concerns should be discussed with the Superintendent before the meeting.
7. Staff will make every attempt to include in the Friday letter a copy of any PowerPoint presentations.

### **Board Meetings**

1. Each Board member will respect the right of other Board members to hold an opposing point of view and, following a Board vote, will respect the decision made by the Board.
2. Board members agree that it is a courtesy to each other, and to the full Board, to share the reason for a dissenting vote during deliberation.
3. All team members will be respectful and attentive during public comments. The Board President may acknowledge a public speaker's comment and indicate that the Superintendent will follow up on a concern or issue, if appropriate.
4. The Superintendent or a Board member should not bring a matter to a public meeting that is a surprise to the Governance team or staff.
5. All Board Policies will first be presented on the information agenda as a "first reading." That same Board Policy may be presented as either a consent or an action item at the "second reading."
6. Whenever possible, Board action items of a significant nature will be presented as a discussion item or "item pending future action" prior to action.

*Presented and confirmed at the September 6, 2018 Board of Education Meeting.*