



Chickamauga City School District

Chickamauga City Board of Education

Governance Team Norms and Protocols

In order to enhance collegially among members of the board of education and between the Board, administration, and all stakeholders, we the board members of Chickamauga City Board of Education do commit ourselves collectively and individually to the following operating protocol including, exhibiting...

- **Trust**
- **Strong Collaborations**
- **Respect**
- **Honesty**
- **Integrity**
- **Focus on Student Achievement**
- **Transparency**
- **Excellence in All Things**
- **Accountability**
- **Equity**

Governance

The Governance Team agrees to:

- Represent the needs and interests of ALL children in the district.
- Be a policy making body with clear and distinct responsibilities that are different but supportive of the role of the Superintendent.
- Maintain strong fiscal accountability and maximize time spent on improving student achievement.
- Focus on clear goals that support a strong and effective strategic plan.
- Follow the Code of Ethics

Board Meetings

The Governance Team agrees to:

- Ensure that meetings are in accordance with local board policy, the open meetings law, and within established norms and protocols.
- Act and conduct the business of the Board in a manner that is transparent and reinforce for the public and stakeholders that the governance team is operating effectively.
- Abide by Robert's Rules of Order and to avoid words and actions that create a negative impression on an individual, the Board, or the district.

Chief Executive Officer

The Governance Team agrees to:

- Designate the Superintendent as chief executive officer fully delegating authority to provide educational leadership, manage daily operation and perform all duties assigned by law.
- Operate as a governance team with the Superintendent as a key member.
- Establish the Superintendent's annual performance goals jointly with the Superintendent in alignment with the strategic plan and provide feedback to the Superintendent at least annually.

Chain of Command

The Governance Team agrees to:

- Support and follow the chain of command.
- Direct all personnel complaints and criticisms received by the Board and/or individual members to the Superintendent.

Decision Making Process

The Governance Team agrees to:

- Be open-minded and respectful of all opinions.
- Provide a safe space for communications for all stakeholders.
- Seek input and listen to all sides before making decisions.
- Put students first when making decisions.
- Support decisions made by the Board and/or administrative team once a decision is made and commit to its successful implementation.
- Only make decisions as a board in official board meetings.

School Visits

The Governance Team agrees to:

- Serve as ambassadors for the Chickamauga City School District and seek to utilize interactions within the community to support the district's mission and vision while informing and engaging stakeholders on the work of the district and its priorities.
- Attend school or district functions.
- The Superintendent shall keep the Board informed of events and functions where Board presence is important or desired.

Communication

The Governance Team agrees to:

- Maintain confidentiality regarding sensitive matters when communicating with community stakeholders.
- The Superintendent will meet with and communicate with all Board members regularly. Board members may always contact the Superintendent.
- The Superintendent will notify the Board as soon as possible by phone or text for school, staff, or student emergencies.
- Support and encourage each other in serving the public at the highest level of professionalism and ethical conduct.
- Be respectful and timely with all communications.
- Designate the Superintendent or designee as the official spokesperson for the school district.

Strategic Planning

The Governance Team agrees to:

- Commit to a vision of high expectations for student achievement and quality instruction, and define clear goals that support the action plans outlined in the district's strategic plan.
- Commit to a strong strategic planning process that establishes goals that remain the district's top priority.
- Foster an environment and commitment to continuous improvement.

Social Media

The governance team agrees to:

- Use social media as a tool to promote positive and important news about the school district.
- Not engage with the public on controversial topics on social media.
- Not respond to negative comments on social media.
- Be positive and mindful of how their actions on social media reflect on the whole Board.
- Send any social media information that may further an awareness of community concerns or controversy to the Superintendent and Board Chair.
- Ensure that their spouses and direct family members understand they may be inadvertently viewed as representing them on social media as an individual board member. Thus, Board members are strongly encouraged to discuss with their family members how social media responses on behalf of the Board or in defense of the Board would negatively impact the entire Board.