

# Board of Education

## *Norms & Protocols*

The governance team agrees to the following:

01

### **Operate in a manner that reflects our core values:**

- Relational
- Purposeful
- Reflective
- Resourceful
- Courageous
- Accountable



02

### **Governance Roles & Responsibilities**

- Always put students first when making decisions and keep student achievement as the main focus within the parameters of fiscal responsibility
- Lead as a united team with the superintendent, each in their respective roles with strong collaboration and mutual trust
- Act as a policymaking body separate from the roles and responsibilities authorized to the superintendent
- Not micromanage the superintendent in the district's daily operations
- Support the team, be open-minded, and be willing to listen
- Commit to being accountable



03

### **Chief Executive Officer**

- Respectful, timely, and open communications
- Always follow the chain of command
- Designate the superintendent as chief executive officer fully delegating authority to provide educational leadership, manage daily operations, and perform all duties assigned by law
- Operate as a governance team with the superintendent as a key member
- Never surprise the superintendent in a board meeting
- Respect the superintendent's professional recommendations and decisions, even when there is disagreement
- Never undermine the superintendent's authority
- Hold the superintendent accountable for operations and student performance
- Establish the superintendent's annual performance goals collaboratively with the superintendent in alignment with the strategic plan and provide fair and timely feedback to the superintendent
- Be supportive of board decisions, even when there is disagreement

**04**

### Chain of Command

- Communicate information received from stakeholders to the superintendent
- The superintendent is responsible and accountable for the daily operations with equity and consistency
- The board will educate the public about the chain of command and instruct them to follow it when approached about daily and operational issues
- Board members will refer board-related matters to the board chair/vice chair

**05**

### Decision Making Process

- Be open-minded and respectful of all opinions
- Seek input and listen to all sides before making decisions
- Put students first when making decisions
- Review information provided from the superintendent or staff before making decisions
- Support decisions made by the majority of the board.

**06**

### School Visits

- Board members who wish to visit schools will make arrangements with the superintendent at least 24 hours in advance and state their purpose for the visit, unless they are invited directly by the school administration or district
- Board members will follow sign in procedures for visitors, be respectful of the staff's time, and maintain professional conduct

### Communication

- Respectful, timely, and open communications
- Support and encourage each other in serving the public at the highest level of professionalism and ethical conduct
- Encourage new board members in their first year of service to accept support and education about the role and best practices from the board chair, superintendent, and board members
- Encourage veteran board members to serve as mentors to new board members

**07**

### Communication Among Board & Superintendent

- Respectful, timely, and open communications
- Be mindful of the superintendent's time
- Expect the superintendent to communicate with all board members.
- Direct all stakeholders' questions, input, or discussion to the superintendent, who will then communicate with the board as needed
- Board members are encouraged to engage in phone calls privately to protect conversations from being overheard
- When an individual board member receives an email from a constituent, the board member will reply to their constituent, thanking them for emailing. The board member will then share the email with the governance team so that the superintendent and board chair can decide how to follow up on the matter

08



## **Communication With Staff**

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- The superintendent is the only employee that reports directly to the board. Board members will go through the superintendent when wanting to communicate with staff
- If there are concerns regarding a personnel matter regarding a staff member, board members will speak privately with the superintendent about the issue, unless the superintendent directs them to share the concern otherwise (i.e. with another staff member)
- When board members are notified of inquiries and/or concerns from stakeholders, they should refer the issue to the superintendent and inform the board of the matter so that each member is aware.

## **Strategic Planning**

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- Be engaged and supportive
- Commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision
- Make sure these goals remain the district's top priorities and that nothing detracts from them
- Have strong shared beliefs and values that support the district's vision, mission, and goals
- Annually review and commit to support the action steps outlined in the district's strategic plan
- Foster a positive learning environment and commitment to continuous improvement

09



## **Board Meetings**

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- Board members recognize the importance of conducting board business in the public
- Board members recognize the importance of the sanctity of using executive session. Executive session information should not be discussed outside of executive session meetings or with non-board members
- Refer topics to be added to the agenda to the board chair/vice chair
- Be prepared for upcoming board meetings by reading all materials sent out in the board packets 48 hours prior to board meetings
- Be an active participant in discussions during board meetings

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