

Greene County School Board

Governance Norms & Protocols

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chair (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

Developing the board agenda	The superintendent puts the agenda together, then shares with the chair for feedback.
Placing items on the board meeting agenda	A request to add an item to the agenda should be sent to the board chair at least two weeks prior to the board meeting. If not approved by the chair, two board members may request an item to be added.
Obtaining information about board meeting agenda items before the meeting	Board members should contact the superintendent for information prior to the meeting. The response is shared or distributed to all board members.
Responding to staff or community comments at board meetings	The board does not respond during the meeting. A statement is read prior to community comment, that staff will follow up with speakers if needed.
Responding to staff or community comments outside of board meetings	Board members should listen to the concern and refer the community member to the chain of communication.
Communications between and among board members	Board members are encouraged to communicate with one another as needed.
Communications between board members and the superintendent	Board members are encouraged to communicate with the superintendent on a regular basis or as needed.
Communications between board members and staff (including requests for information)	School board members should contact the superintendent with requests for information. The superintendent will respond, and the full board will receive the response.
Reporting expectations	Board members will report on regional board meetings as needed.
Responding to media inquiries	The chair or designee is the spokesperson for the board. The superintendent is the spokesperson for day-to-day operations.
Use of social media	Board members should be cautious when sharing school related information on social media platforms.
How, when and whom to notify about visiting school sites	Board members should notify the superintendent before visiting a school for school board business.
How, when and whom to notify	Attending school events is highly encouraged.

about attending school events (concerts, sporting events, etc.)	
Expectations for participation in professional development	Participation in professional development, meetings, and conferences is highly encouraged.
Expectations for participation in local meetings and conferences	Board members are expected to attend all board meetings.
When and how the board evaluates the superintendent	The board will evaluate the superintendent by December.
When and how the board conducts a self-evaluation	The board may conduct a self-evaluation annually.
When and how the board monitors and updates the school board's strategic plan	The board references the strategic plan with each agenda information and action item.

Violation of these norms and protocols will result in the following actions:

VIOLATION 1

The board chair or designee will have a conversation with the board member related to the violation.

VIOLATION 2

The full board will have a conversation with the board member regarding the repeated violation.