



GOVERNANCE TEAM NORMS & PROTOCOLS

UPDATED
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THE GOVERNANCE TEAM AGREES TO:

Operate in a manner that reflects:

- Decision making that directly benefits students
- A focus on student achievement in academics, arts and athletics
- Approachability
- Trustworthiness
- Responsiveness
- Consistent
- Fair and balanced
- Passion for educational opportunities, student success
- Ethical behavior
- Professionalism
- Investment to the school system
- Good stewardship of taxpayers dollars.

A GOVERNANCE RULES AND RESPONSIBILITIES

- Always keep the best interest of all JCSS students in mind when making decisions that will impact the school system.
- Keep student achievement in academics, arts and athletics in center-focus during board actions.
- Continue to provide students a wide-encompassing variety of educational opportunities.
- Continue to lead through collaboration as a Governance Team, while maintaining respect and trust in one another.
- Create policy to assist Superintendent and school system.
- Allow the Superintendent to manage the system's day-to-day operations.
- Follow a chain of command and instruct and encourage others within the system to do so when necessary.
- Be open-minded, willing to listen and commit to accountability throughout the organization.

B CHIEF EXECUTIVE OFFICER

- The Board of Education shall allow the Superintendent to serve as the system's Chief Executive Officer, managing all day-to-day operations.
- Operate as a Governance Team with the Superintendent playing a vital role of participation in the team.
- Respect the Superintendent's professional recommendations and decisions, even when a disagreement arises.

B CHIEF EXECUTIVE OFFICER, CONT.

- Hold open and honest communication within the Governance Team.
- Hold the Superintendent accountable for operations, student performance and safety.
- Establish the Superintendent's annual performance goals through a joint Governance Team effort, ensuring the goals remain aligned with the strategic plan. The Governance Team will provide feedback to the Superintendent at least annually via summative evaluation procedures.
- Be supportive of Board decisions, even when a disagreement arises between Governance Team members.

C CHAIN OF COMMAND

- The Governance Team will follow the chain of command and insist all staff do the same.
- The Superintendent is responsible and accountable for the day-to-day operations.
- Issues and concerns received by the Board or individual members will be referred to the Superintendent.
- The Board and Governance Team will educate the public about the chain of command and instruct them to follow the chain with requests related to day-to-day school system operational questions.

D DECISION-MAKING PROCESS

- Be respectful, open-minded of all opinions.
- Encourage communication for all stakeholders.
- Put students first during all decision making.
- Study the issues and discuss with stakeholders, Superintendent and fellow Board members.
- Be prepared and knowledgeable about educational issues and topics.
- Support decisions made by the Board and/or administrative team once a decision is made.

E COMMUNICATION

- Be open-minded, respectful and professional with all stakeholders.
- Commit to ongoing transparent communication with all stakeholders while maintaining confidentiality regarding sensitive information and matters, including items discussed in executive sessions. Refrain from discussing the intentions of fellow Board members.

F COMMUNICATION BETWEEN GOVERNANCE TEAM

- Incorporate good, timely communication between Board members and Superintendent.
- Superintendent will communicate with each Board member via phone call on a one-by-one basis during the event there is a need to communicate regarding an urgent matter or pressing issue.
- In the event of an emergency or when the school system is in the process of making decisions regarding a crisis, individual Board members will direct concerns or questions to the Board Chair. In the event the Board Chair is unavailable, the questions or concerns will be directed to the Board Vice Chair. The Board Chair or Vice Chair will share the concerns and questions with the Superintendent and then report back to the Board members.
- The Superintendent will communicate with all Board members regularly, including a weekly update email.
- All stakeholder questions, input or discussion will be directed to the Superintendent, who will then communicate to the Board members, if needed.
- In conversations with fellow Governance Team members, confidentiality is assumed, unless otherwise noted. Board members are encouraged to engage in phone calls privately and to protect conversations from being overheard.

G COMMUNICATION WITH STAKEHOLDERS

- Uphold respectful, professional communication when speaking with stakeholders.
- In the event a Board member receives an email from a stakeholder, that member will reply to the individual sending the email thanking the individual for the email. The Board member will note in the reply email that emails sent to Board members are shared with the Governance Team and the Superintendent will reply on behalf of all members.
- The Board member who receives an email or phone call will share the communication with all remaining Board members and Superintendent. The Governance Team will discuss and it will be the responsibility of the Superintendent to respond to the original communication.
- In the event an email is sent to the entire Governance Team at one time, communication between the Board and Superintendent will be held. The Superintendent will respond to the original email.

H COMMUNICATION WITH STAFF

- The Superintendent is the only employee who reports directly to the Board of Education.
- When Board members are wishing to communicate with an employee concerning school business, they will contact the Superintendent prior to communication.

H COMMUNICATION WITH STAFF, CONT.

- Open Communication is encouraged between the Governance Team and JCSS staff.
- The Governance Team will be a cohesive team and show support for all staff.
- If there is a concern regarding a staff member or a school issue, the Board member with the concern will speak with the Superintendent privately.
- Governance Team members will always be respectful.
- Governance Team members commit to ensuring the items that come before the Board are discussed in the system work session to put on the Board Agenda for the following meeting. Items not on the original agenda should be discussed with the Board Chair before a motion is made by a Board member to place it on the agenda for the monthly meeting.

I COMMUNICATION WITH MEDIA

- Board members will embrace the Superintendent or official spokesperson for the school system as the member who will speak to media inquiries made into the system.
- Board members are encouraged to consult with the Superintendent and Public Relations officer before speaking with the media in any capacity. This will ensure a consistent message is being shared with the public on behalf of the school system.
- In the event the Board of Education needs to speak with the media, the Board Chair will serve as the official spokesperson for the Board of Education. In the event the Chair is unavailable, the Vice Chair will serve in that capacity.
- Board members are strongly discouraged from speaking to the media regarding personal feelings about the school system or decisions made by the system.

J SOCIAL MEDIA COMMUNICATIONS

- The Governance Team commits to using social media as a tool to promote positive and important news about the school system.
- Governance Team members shall refrain from engaging the public on controversial topics on social media, nor respond to negative comments on social media, unless it is the intention of Governance Team members to correct misinformation or provide additional information.
- The Governance Team will be positive and mindful of their actions on social media directly reflect the Board, Governance Team and school system.
- During a time of crisis or emergency, Governance Team members will refrain from sharing information on social media, instead allowing the school system's official spokesperson to deliver information in an accurate, timely and concise manner.

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BOARD MEETINGS

- The Governance Team will act and conduct business of the school system before the public.
- The Governance Team will conduct Board meetings that reinforce the public and community stakeholders that the Governance Team is operating effectively.
- The Governance Team will continue to follow set procedures to ensure meetings are in accordance with local Board policy and the open meetings law.
- Board members recognize the importance of conducting Board business in the public and the sanctity of using Executive Session. Executive Session information should not be shared nor discussed outside of the executive session meeting with non-Board members.