

SAMPLE School Committee Protocols Check-In

Directions: Review and reflect upon the Protocols under each category. On a scale of 1 to 4 (1 being the lowest, 4 being the highest), Please rate the progress of the Committee on each protocol.

Who We Represent

We will strive to represent common interest of our district's school children. 1 2 3 4

We will make decisions that are best for students in all cases:

"ALL MEANS ALL"

How We Govern

The School Committee will conduct its business in a manner accessible to the public and in accordance with the Open Meeting Law. 1 2 3 4

We respect the need for all committee members to have adequate time to prepare for meetings. Meeting materials related to action items will be submitted in time to be included in committee meeting packets. 1 2 3 4

We shall conduct business through a set agenda that is tied to district goals. Emerging items shall be addressed in subsequent meetings through planned agenda items unless it is determined by the school committee chairperson that it would be detrimental to delay the issue until a subsequent meeting. Requests to add items to an agenda shall be made to the superintendent, the school committee chairperson or presiding officer in accordance with the law. 1 2 3 4

We shall attend meetings well-prepared to discuss issues on the agenda and to participate in efficient decision-making while exhibiting professional conduct and behavior. 1 2 3 4

How We Treat Each Other

We shall respect staff, community members, students and fellow board members at all times, even in times of disagreement. 1 2 3 4

We shall respect the start time for all scheduled meetings. Any member who will be late or absent shall notify the chair in advance. 1 2 3 4

How We Communicate

The superintendent and the school committee recognize the importance of proactive communication. If school committee members have questions or concerns, they agree to contact the superintendent well in advance of a meeting. They agree that there will be no surprises. 1 2 3 4

We shall channel requests for information through the superintendent and/or the school committee chairperson rather than directly to district staff. 1 2 3 4

We shall provide full disclosure of information and not withhold information from other members. 1 2 3 4

We shall advocate for the public schools and public education as ambassadors of the school system by promoting support for public education, spreading the news of our success and recognizing our shortcomings. 1 2 3 4

While we recognize the chairperson as the official voice of the school committee, individual members may express their views and opinions to the media and the community, but should be stated as such. 1 2 3 4

How We Will Improve

All members will be open to continued personal growth through participating in school committee workshop and training opportunities. 1 2 3 4

We shall develop and maintain a district new member orientation package and program. 1 2 3 4

We shall review, revise and reaffirm operating protocols whenever there is change in membership of the school committee 1 2 3 4

What Are Our Limits of Power

The school committee shall exercise leadership in vision, planning, policy budgeting, evaluation and advocacy of the school district. 1 2 3 4

It is the superintendent's responsibility to oversee personnel issues and to manage the day-to-day operations of the school district. It is the school committee's responsibility to evaluate the superintendent's effectiveness in these matters. 1 2 3 4

We shall refer any important questions or concerns received from members of the community to the superintendent for further investigation. The superintendent shall provide committee members with his/her response. 1 2 3 4

We shall not make any independent commitments or take any independent actions that may compromise the school committee as a whole. We shall recognize that authority rests with the decision of the school committee. 1 2 3 4

We shall not use our positions for personal or partisan gain. 1 2 3 4

What Happens When Things Go Wrong

We recognize the importance of honoring our agree upon operating protocols and we agree to take responsibility for reminding one another when we get off track. 1 2 3 4