

(October 12, 2021)

## Governance Team Norms and Protocols

**In order to enhance collegiality among members of the board of education and between the board and administration, we the board members of the Jefferson County Board of Education do commit ourselves collectively and individually to the following operating protocol including, exhibiting...**

- Trust
- Strong Collaboration
- Respect
- Honesty
- Integrity
- Equity
- Accountability

### **Governance (Domain I, II, VII)**

- The board will represent the needs and interests of All children in the district.
- The BOE is a policy making body with clear and distinct responsibilities that are different but supportive of the role of the superintendent.
- While maintaining strong fiscal accountability, maximize time spent on improving student achievement.
- Focus on clear goals that support a strong and effective strategic plan.

### **Board Meetings (Domain V)**

The governance team agrees to:

- Ensure that meetings are in accordance with local board policy, the open meetings law, and within established norms and protocol.
- Act and conduct the business of the board in a manner that is transparent and reflective of the community.
- 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 (Domain I)**

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.

- Operates as a governance team with 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 bi-annually via formative and summative evaluation procedures.

### **Chain of Command (Domain I)**

The governance team agrees to:

- Follow the chain of command. The BOE is the last stop and not the first. All personnel complaints and criticisms received by the board and/or individual members will be directed to school level personnel and/or superintendent.

### **Decision Making Process (Domain I)**

The governance team agrees to:

- Support decisions made by the Board and/or administrative team once a decision is made.
- Board members only make decisions as a board in official board meetings.

### **School Visits (Domain I)**

The governance team agrees to:

- Make arrangements with the district or school administrators at least 24 hours (if possible) in advance before visiting a school.
- Check with the principal or administrator of the school first and/or contact the superintendent so that the appropriate staff is notified. The principal or administrator needs to know the nature of the visit.
- Follow visitor procedures upon arriving at the school and proceed as instructed.  
Note: This protocol does not preclude board members attending school functions as a parent or community member.

### **Communication (Domain III)**

The governance team agrees to:

- Maintain confidentiality regarding sensitive matters when communicating with community stakeholders.

### **Strategic Planning (Domain II)**

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.

### **Social Media (Domain III)**

The governance team agrees to:

Use Social Media as a tool to promote positive and important news about the school district:

- Board members will not engage with the public on controversial topics or respond with negative comments.
- Board members will stay away from responding during a crisis or to political issues.
- Ultimately, board members should treat each other and others in the social media arena with respect and recognize that their actions reflect the entire BOARD.
- Board members will not engage in an open forum in platforms such as “Messenger” or “group chats”, other than from the superintendent.