

# Surry County School Board

## Governance Norms and Protocols

Established 2016

*Re-affirmed October 9, 2018*

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 chairman (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:

<b>Developing the board agenda</b>	The superintendent and the chairman develop the board agenda.
<b>Placing items on the board meeting agenda</b>	Board members should contact the chairman and the superintendent to have items placed on the agenda. Depending on the content of the current agenda, the items may be moved to a future meeting date.
<b>Obtaining information about board meeting agenda items before the meeting</b>	Agendas are emailed 2-3 days prior to the board meeting.
<b>Responding to staff or community complaints at board meetings</b>	Board members do not respond in a board meeting.
<b>Responding to staff or community complaints outside of board meetings</b>	Refer all complaints to the superintendent.
<b>Communications between and among board members</b>	Speaking one on one is preferred.
<b>Communications between board members and the superintendent</b>	The board members will communicate one on one with the superintendent.
<b>Communications between board members and staff (including requests for information)</b>	Board members will call the superintendent with any <u>new</u> requests. If board members have general clarification questions based on information presented at a meeting, board members may go directly to the appropriate <u>central office staff</u> and notify the superintendent. Responses will be sent by staff to all board members.
<b>Assignment of committee members</b>	On a volunteer basis.

<b>Committee reporting expectations</b>	Board members serving on a committee will give a verbal report to the entire board after a committee meeting. This will be presented during the board meeting.
<b>Responding to media inquiries</b>	The chairman or designee of the Board will speak officially for the board on board-approved actions. The superintendent represents and will speak for the school system on the daily operations.
<b>Use of social media</b>	Discouraged.
<b>How, when and whom to notify about visiting school sites</b>	Board members should notify the superintendent first and report to the office when they arrive to the school.
<b>How, when and whom to notify about volunteering in schools or at school events</b>	For volunteer activities it will be previously determined and established and the board member will participate without having to notify the superintendent each time.
<b>How, when and whom to notify about attending school events (concerts, sporting events, etc.)</b>	Regular community engagements are encouraged. Be visible.
<b>Expectations for participation in professional development</b>	Full board participation is expected in professional development activities.
<b>Expectations for participation in meetings and conferences</b>	Participation is expected and required in meeting and conferences.
<b>When and how the board evaluates the superintendent</b>	The board will complete an annual evaluation of the superintendent and provide continuous feedback throughout the year. This will take place mid-year.
<b>When and how the board conducts a self-evaluation</b>	The board evaluates itself each June.
<b>When and how the board monitors and updates the school board's strategic plan</b>	The board will update the division's strategic plan annually. All division and board actions should be aligned with the strategic plan. Periodic review of strategic plan will take place during board meetings throughout the year.

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

**VIOLATION 1**

The chairman or designee will discuss the infraction with the violating board member one on one.

**VIOLATION 2**

The issue will be discussed with the entire board.

**Presented for Adoption** by the Surry County School Board on October 9, 2018