

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

**SUBJECT:** SUPERINTENDENT'S REPORT - ACTION

Adoption of Governance Norms & Protocols

**BACKGROUND:** On May 18, 2016, school board members and the division superintendent met at the VSBA office in Charlottesville. By the end of the day, roles and responsibilities of individual board members, the board as a whole, and the superintendent were explored, and Governance Norms & Protocols were established to guide the Board in its important work.

**RECOMMENDATION:** Adoption of Governance Norms & Protocols.



## GOVERNANCE NORMS & PROTOCOLS

MAY 18, 2016

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, spouse, 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.

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We agree to follow the following protocols:

<p><b>Developing the board agenda</b></p>	<p>Board Chair and Superintendent set the agenda. (policy)</p> <p>The superintendent develops the agenda and then communicates with the Board Chair.</p>
<p><b>Placing items on the board meeting agenda</b></p>	<p>Board Members contact the Board Chair to bring items to the Superintendent.</p>
<p><b>Obtaining information about board meeting agenda items before the meeting</b></p>	<p>Board Members contact the superintendent for more information. The Superintendent or staff designee will respond with an answer to all Board Members.</p>
<p><b>Responding to staff or community complaints at board meetings</b></p>	<p>Board Members will listen to the comments and/or complaints but will not respond.</p> <p>A piece of correspondence (email, letter, etc.) will be sent to the community member after the meeting to affirm that their concern was heard. A board response may be given at a future board meeting.</p> <p>Community members who want to speak will sign in when they arrive to the meeting to capture their names and contact information.</p>
<p><b>Responding to staff or community complaints outside of board meetings</b></p>	<p>All complaints will be forwarded to the appropriate person in the chain of communication. The superintendent will be notified as well.</p>
<p><b>Communications between and among board members</b></p>	<p>Board members will communicate via phone call.</p>
<p><b>Communications between board members and the superintendent</b></p>	<p>The Superintendent will send an email to the entire board when it is for informational purposes.</p> <p>The Superintendent will call Board Members for discussion.</p>

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<b>Communications between board members and staff (including requests for information)</b>	Board Members do not communicate directly with staff, but with the Superintendent. The Superintendent will determine who to forward the communication to.
<b>Assignment of committee members</b>	Volunteer.
<b>Responding to media inquiries</b>	The Board Chair or designee will be the point person for media inquiries and be the voice of the Board.
<b>Use of social media</b>	Individual Board Members are discouraged from using social media.
<b>How, when and whom to notify about attending school events (concerts, sporting event, etc.)</b>	Encouraged.
<b>Expectations for participation in professional development</b>	Required.
<b>When and how the board evaluates the superintendent</b>	Formal review is done annually. In addition there is an informal mid-year review.
<b>When and how the board conducts a self-evaluation</b>	Formal review is done annually. In addition there is an informal mid-year review.
<b>When and how the board monitors and updates the school board's strategic plan</b>	Once a year.

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

Violation 1

Violation 2

Violation 3

Violation 4