

ACPS Draft Norms and Protocols

for the School Board and Superintendent

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 chair (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:

Developing the board agenda	The superintendent, chair, vice-chair, and clerk meet to review the agenda.
Placing items on the board meeting agenda	Board members should contact the chair and vice chair with requests to be added to the agenda. The request will be discussed at the agenda planning meeting and the chair will follow up with the status of the request.
Board Meeting Topic Calendar	The board will develop and utilize an annual calendar for board meeting topics.
Obtaining information about board meeting agenda items before the meeting	Board members should contact the superintendent with any questions related to items in the board packet.
Responding to staff or community comments at board meetings	Board members should not respond to comments made at board meetings by the public.
Responding to staff or community comments outside of board meetings	Board members should listen, refer the community member through the channel of communication, and if needed, refer to the superintendent. Board members should let the community member know to contact them if a response is not received.
Communications between board members and the superintendent	Board members should email the superintendent.
Communications between board members and staff (including requests for information)	Board members should email the superintendent with any requests for information. If the information will take staff longer than thirty minutes to compile, the full board should endorse the request. The information requested will be shared by the superintendent with all members.
Assignment of committee members	Committee members are assigned on a volunteer basis at the reorganizational meeting.
Committee reporting expectations	Committee members will report out regarding committee work on the designated item on the agenda.

Responding to media inquiries	The board chair or designee will respond to media inquiries on behalf of the board. For day to day operational comments, the chief of communications will respond.
Use of social media	Board members should be aware that anything posted on social media could be viewed as the opinion of the board.
How, when and whom to notify about visiting school sites	Board members should coordinate any school visits with the superintendent.
How, when and whom to notify about volunteering in schools or at school events	
How, when and whom to notify about attending school events (concerts, sporting events, etc.)	
Expectations for participation in professional development	
Expectations for participation in local meetings and conferences	
When and how the board evaluates the superintendent	
When and how the board evaluates the board counsel	
When and how the board evaluates the school board clerk (if the clerk reports to the board?)	

When and how the board conducts a self-evaluation	
When and how the board monitors and updates the school board's strategic plan	

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

VIOLATION 1

VIOLATION 2

VIOLATION 3

VIOLATION 4