



SCHOOL BOARD OPERATING PROTOCOL

For the purpose of enhancing teamwork among members of the board and between the board and administration, we, the members of the Quincy School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. The board will maintain a central focus on issues of student achievement as the top priority. Board members agree to always act in the best interest of students.
2. The board will emphasize strategic planning, policy development and community relations while delegating management of the schools to the superintendent.
3. The board will utilize the expertise of the superintendent as the chief executive officer who should recommend, propose, or suggest on most matters before the board.
4. The superintendent and board will work together annually to identify and communicate district goals and objectives. The superintendent will oversee the work necessary to achieve such goals and objectives and will regularly report progress to the board, staff and community. A Strategic Plan will provide the framework for this work.
5. The board recognizes the importance of effective communication among and between the board and superintendent as well as with staff and community members.
6. Surprises to the board or the superintendent will be the exception, not the rule. Board members agree to ask the board president or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting.
7. While the board is eager to listen to its constituents and staff, those expressing complaints or concerns will be referred to the person who can properly and expeditiously address the issue following district policies and procedures.
8. All personnel complaints and criticisms received by the board or its individual members will be directed to the superintendent.
9. The board annually reviews its own performance.
10. The board supports the superintendent and holds him accountable through periodic performance evaluation.



11. Board members recognize that their school board authority to act can only be exercised when participating in an official meeting of the board. Individual board members do not have authority.
12. Board members agree that board meetings are for communication of information, decision-making, action and votes, not for extended discussion or debate. A board member should contact either the superintendent or board president before the meeting to obtain needed information or clarification.
13. Executive sessions will be held only when needed to address appropriate subjects as provided by law. Board members must be very sensitive to the legal guidelines which govern such sessions. All discussions that occur during executive sessions are privileged and confidential and shall not be shared with anyone unless it is the express decision of the board to do so.
14. The board respects the decisions of the majority after honoring the right of individual board members to express opposing viewpoints and vote their convictions.
15. Board members will do their “homework” by being prepared for meetings and will attend board development workshops as appropriate. If a board member will be absent they will notify the Board President or superintendent in advance.
16. The board will work in partnership with the community and will recognize positive actions and accomplishments of parents, staff, students, community members and each other.
17. This Board Protocol document shall be reviewed annually and may be amended as needed by a majority vote of the board. It shall also be reviewed whenever a new director joins the board.