



SCHOOL BOARD OPERATING PROTOCOL

**ROLES & RESPONSIBILITIES of the BOARD & SUPERINTEDENT**

Successful organizations are the result of strong and effective leadership. In order for members of our board-superintendent team to be effective, each must operate within their unique but complementary roles.

<b>SCHOOLBOARD – GOVERNS (Guides/Directs)</b>	<b>SUPERINTENDENT MANAGES (Administers/Operates)</b>
Decides What	Decides How
Requests information	Seeks and provides information
Considers issues	Provides recommendations
Creates, reviews, adopts policy	Recommends, implements policy
Approves and reviews plans	Implements plans
Monitors progress	Reports progress
Contracts with personnel	Supervises and evaluates personnel
Approves and reviews budget	Formulates budget
Represents public interests	Acts in public interest

**What Our Roles do NOT Encompass**

<b>The role of the board is NOT to:</b>	<b>The role of the superintendent is NOT to:</b>
Carry out policies or micro-manage or develop budgets	Make policies
Direct any staff other than the superintendent	Direct the board
Create surprises	Create surprises
Abdicate Board responsibility	Assume Board responsibilities
Press narrow personal agenda	Press narrow personal agenda
As individuals, make promises that would appear binding upon the Board and/or District	Discourage open discussion and feedback

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:



## VALUES

- 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.
- The board will emphasize strategic planning, policy development and community relations while delegating management of the schools to the superintendent.
- The board recognizes the importance of effective communication among and between the board and superintendent as well as with staff and community members.

## BOARD-SUPERINTENDENT RELATIONSHIP

- 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.
- 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.
- 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.
- All personnel concerns received by the board or its individual members will be directed to the superintendent, plus district leadership as appropriate.

## COMMUNITY ENGAGEMENT

- 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.
- 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.

## RESPONSIBILITIES

- The board annually reviews its own performance.



- The board supports the superintendent and holds the superintendent accountable through a semi-annual performance evaluation process.
- School Board authority to act only exists during an official meeting of the board. An individual board member does not have authority to take unilateral action.
- 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 and superintendent in advance.
- 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.

#### BOARD MEETINGS

- Board members agree that board meetings are for communication of information, decision-making, action, and votes but 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.
- Executive sessions will be held only when needed to address appropriate subjects as provided by law. Board members must comply with legal guidelines that 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.
- The board respects the decisions of the majority after honoring the right of individual board members to express opposing viewpoints and vote their convictions.

Adoption Date: March 11, 2008

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Quincy School District