Board Protocols

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The purpose of these protocols is to provide a basic set of professional standards by which the Board and the Superintendent are to function as a team. There is no intention to abridge the rights and obligations of Board Members to oversee the operation of the organization, nor to interfere with the Superintendent with his/her role as the Superintendent of OUSD.

General Sample Protocols

1. Every action by a Board Member should be directed toward improving the educational program for students.

2. Every Board Member will exhibit behavior that is honorable, honest, and dedicated to the success of the students and staff of the district.

3. Each Board Member is dedicated to making all other members successful.

4. Each Board Member is to be treated with dignity and respect.

5. Board Member Commitment will include:

   a) Participate fully in the discussion of issues

   b) Listen respectfully to all views and opinions

   c) Respect each individual's opinion

   d) Accept and live with the majority action of the Board

   e) Exhibit patience and tolerance with each other

Board Members Sample Protocols

6. Irritations will not be allowed to fester.

7. Board Members will define and understand the difference between administration and policy-making and respect the roles of each other.

8. Board Members will not make statements which could be interpreted as having full Board agreement during the public segment of the Board meeting.

9. No individual Board Member will make or appear to make a decision which appropriately should be made by the entire Board.

10. An individual Board Member will not use the media as a personal forum, unless it is clearly indicated that the opinion is personal and not representative of the Board majority position.

Board Members Sample Protocols (cont.)

11. Each Board Member will make every effort to attend all Board meetings.

12. All discussions taking place in Closed Session will remain confidential.

13. Prior disagreements on decisions will be deemed to be closed after action is taken.

14. Board Members will ensure opportunities for all to comment.

15. Board Members will seek compromise and consensus as appropriate and avoid outside division or manipulation of Board Members.

16. New issues will be referred to the Superintendent.

Superintendent Sample Protocols

17. Staff is the responsibility of the Superintendent who will bring recommendations to the Board for action.

18. Individual requests for reports, surveys, projects, etc., will be directed only to the Superintendent and responses will be directed to the entire Board.

19. Any complaint or concern made to a Board Member by the community is to be referred directly to the Superintendent who shall provide information and a response back to the Board Member in a timely manner, and to the entire Board if appropriate.

20. Board Members are to be informed in a timely manner of any incident to which they may be called upon to answer or explain.

21. Questions regarding Board agenda items are to be communicated to the Superintendent prior to the Board meeting and the Superintendent will respond in a timely manner.

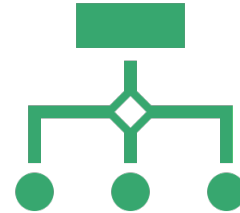# Superintendent Sample Protocols (cont.)

22. Any concern reported to the Superintendent by a Board Member is to receive the appropriate priority and resolution of the matter will be communicated to all of the Board if so warranted.

23. The Superintendent is to communicate all significant administrative actions to the Board.

24. Unsubstantiated rumor and information from anonymous sources are not to be pursued except by and in the judgement of the Superintendent, in consultation with the Board.

25. No individual Board Member is to come between the Superintendent and his/her staff and members in an attempt to undermine the Superintendent.

26. Board members, as time permits and after first informing the Superintendent, are encouraged to visit school sites and attend school functions, but will avoid interrupting instruction or interrupting employees at work.

27. Legal and personnel matters will be confidential.

Selection of Protocols

Which protocols would you like to include in a draft?

Are there any new protocols you would like to include?