

## 2018-2019 MIDDLEBORO SCHOOL COMMITTEE OPERATING PROTOCOLS

### Who We Represent

- We represent the needs and interests of all students in the district and place their interests above all others in the decisions we make.
- We shall advocate for the Middleborough Public Schools and public education. We readily accept our roles as ambassadors of the school systems, promoting support for public education and spreading the news of our success.

### How We Govern

- We shall conduct business through a set agenda that is tied to district goals. Emerging items shall be addressed in subsequent meetings through planned agenda items unless it is determined by the school committee chairperson that it would be detrimental to delay the issue until a subsequent meeting. Requests to add items to an agenda shall be made to the superintendent or the school committee presiding officer in accordance with the law.
- We shall strive to make each meeting effective and efficient giving each member an equal opportunity to express their views and opinions and to relay their input in a concise and topic-focused manner. No one member should monopolize the discussion.
- We shall consider research, best practice, public input and financial impacts in our decision making process.
- We shall base our decisions upon available facts; vote our convictions, avoid bias, and uphold and support the decision of the majority of the school committee once a decision is made.
- We shall exhibit professional conduct and behavior.
- We shall attend meetings well-prepared to discuss issues on the agenda and to participate in efficient decision-making.
- When executive sessions are held, School Committee Members will honor the confidentiality of the discussions.
- We adopt Roberts Rules of Order as our guide.

### How We Treat Each Other

- We shall debate the issues keeping an open mind to other member's opinions and/or positions.
- We shall respect staff and fellow board members at all times.
- We shall work to build trust between and among School Committee Members, the Superintendent and the Administration by treating everyone with dignity and respect, even in times of disagreement.

### How We Communicate

- The Superintendent and the School Committee recognize the importance of proactive communication. If School Committee members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting.
- We shall channel requests for information through the Superintendent and/or the School Committee Chairperson or Vice Chairperson rather than directly to district staff.
- We shall provide full disclosure of information and not withhold information from other members.
- We shall advocate for the public schools and public education as ambassadors of the school system by promoting support for public education and spreading the news of our success. We shall always strive to project a positive image.
- The Chairperson is the official voice of the School Committee. Individual members may express their views and opinions but should be stated as such.

- The Superintendent and the School Committee recognize the importance of working collaboratively with town officials to improve our schools and we shall actively seek ways to enlist their support for our efforts. Town officials shall channel requests for information through the chairperson for consideration by the School Committee.

#### How We Will Improve

- All new School Committee members will attend a MASC orientation session.
- All members will participate in professional development and training opportunities.
- We shall review and revise operating protocols annually through the policy subcommittee.
- We shall develop and maintain a district new member orientation program.
- We will assess and evaluate our performance as a Committee on an annual basis.

#### What Are Our Limits of Power

- We shall exercise leadership in vision, planning, policy, budgeting, evaluation, and advocacy of the district.
- It is the Superintendent's responsibility to oversee personnel issues and to manage the day-to-day operations of the district. It is the School Committee's responsibility to evaluate the Superintendent's effectiveness in these matters.
- We shall recognize that authority rests only with the majority decision of the School Committee and we shall not make any independent commitments or take any independent actions that may compromise the School Committee as a whole.
- We shall follow the "Communication Chain of Command" and direct others to do the same.
- We shall not use our positions for personal or partisan gain.
- We shall refer any important questions or concerns received from members or the community to the Superintendent. The Superintendent, not any School Committee member has the authority to investigate. The Superintendent shall provide committee members with his/her response. It is not the role of the School Committee to resolve issues.

#### What Happens When Things Go Wrong

- We shall work together to clarify and restate discussions in order to strive for full understanding.
- We recognize the importance of honoring our agreed upon operating protocols and we agree to take responsibility for reminding one another when we get off track.
- We shall maintain fidelity to these commitments and will be held accountable by our fellow School Committee members should any of us fail to live up to these commitments. If a School Committee member or Superintendent violates any of the operating protocols, he/she will be referred to the chairperson or in the case of the chairperson, to the vice chairperson.