



## Cambrian School District Board Protocols

### Board Member Questions About the Agenda

The Board agrees to:

- Contact the Superintendent to request information 48 hours before the meeting so that staff has an opportunity to get the information

The Superintendent agrees to:

- Supply the requested information to ALL Board Members, as necessary

### Board Members Request for Information From the Superintendent

Board Members respect that the Superintendent's job is to work for the education of the students and that time must be spent in a focused manner.

The Board Members agree to:

- Call or email the Superintendent with questions
- Self-monitor requests to assure one person's request will not divert an inappropriate amount of the Superintendent's time

The Superintendent agrees to:

- Share all information on Board Members requests with all Board Members, as necessary
- Requests determined by the Superintendent to require an inordinate amount of time will be brought to the Board to decide whether the majority of the Board supports the request

### Board Members Response to Community Complaints

The Board agrees to:

- Listen openly, being careful to remain neutral
- Remind staff and members of the community that no individual trustee has the authority to solve the issue or concern
- Encourage addressing this with the person at the lowest level who can most directly help them with their concern: e.g. Teacher, Principal, Director, Assistant Superintendent or Superintendent
- As appropriate, explain the District complaint or grievance policy and procedure
- Acknowledge the manner in which the complaint was received
- Share with the Superintendent, who then will share with the Board if appropriate
- Ensure confidentiality of the person bringing the concern

The Superintendent agrees to:

- Investigate the concern
- Inform all Board Members of the concern
- Share the solution, as appropriate, with the Board

## Board Members Role in Public

Board Policy 9010

*No individual member of the Board will speak for, or in the name of the total Board unless by explicit direction of the Board. When a Board decision has been reached, all Board members, even those who may have voted against it, will support that decision until amended or rescinded by Board action.*

- Board Members discuss board agenda items ONLY at board meetings and not at outside activities
- If a Board Member becomes aware of something at a site that might need attention, he/she refers that item to the Superintendent

## Board Members Visiting Schools

School Visits:

- Board members are present in classrooms and other District Offices to observe and learn, not to openly question operations and activities. Questions about specific events observed should be shared with the superintendent, so as not to convey to staff a Board member role as 'management' of the District.
- Board members will advise the school site administrator (or through the Supt's Admin Assistant) that they would like to visit a school.
- Although the Board is assigned a 'Buddy School', Board members are free to visit any of the district's schools.
- Principals will, as appropriate, accompany the Board member during the visit.
- Principals are encouraged to debrief with a Board member at the end of the visit to put in context what the Board member has observed and answer any questions.

## Individual Board Member Requests for Information From Staff

The Board Members agree to:

- Call or email the Superintendent who will answer or direct the information to the appropriate staff
- Self-monitor requests to assure one person's request will not divert an inappropriate amount of time from staff

The Superintendent agrees to:

- Share all information on Board Member's requests with all Board Members, as necessary

## Spokesperson for the Board

### General:

- When speaking to community groups, the media, or other members of the public, individual Board members understand that their statements may be perceived as reflecting the views and positions of the Board.
- Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.
- All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.
- The Superintendent and Board President will see that talking points are made available to board members about situations, topics or issues of community interest or concern.
- Board Members will utilize talking points when communicating with community members and staff about important district situations, issues or topics.

### Specific:

- Crisis/Disaster: The superintendent is the primary spokesperson and may involve the board president at her discretion.
- Meeting Information (e.g. board meeting agenda items, study session): The Board president and the superintendent will serve as the primary spokespersons.
- Core Values/Vision/District Priorities/General District Information: All governance team members serve as spokespersons utilizing developed and agreed upon key messages.

## Written Communication with Public

### The Board Members agree to:

- The Board President and the Superintendent will serve as the primary spokespersons for the District (Spokesperson for the Board Protocol, 8.6.15).
- When one Board Member receives written communication, the Board Member will respond to the sender and inform him/her that he/she will follow-up with the Superintendent. The Superintendent and Board President will be copied on the written response.
- When an email is received by ALL Board Members, the Board President will respond in the same manner, and will copy all Board Members and Superintendent.

### The Superintendent agrees to:

- Respond to the email and copy (cc) the Board Members.