

SCHOOL BOARD/SUPERINTENDENT PROTOCOL

EMAIL - PREFERABLE

- Board President will email the Superintendent, whenever possible.
- Board members will email the Board leadership, whenever possible.
- Board members will directly email the Superintendent, when deemed necessary.
- Superintendent will respond to all emails within 48 hours, if possible.
- Superintendent will copy entire Board, unless the Board member requests confidentiality.
- Board Members will identify agenda items to Board leadership or Superintendent.
- Emails to other Central Administrators on topics specific to their responsibilities are appropriate (copy email to all Board members).
- Board members will follow established policy (communicate with teacher, principal, etc.) regarding personal issues involving their own children.

PHONE CALLS - be brief

- Phone calls can be made to Board President (preferably between 9:00-9:15 a.m. or 12:00-12:30 p.m.) or to the Vice-President at anytime.
- Phone calls can be made directly to Superintendent or Assistant Superintendents over an urgent or necessary matter.
- Calls to the Superintendent should not extend more than 15 minutes, if possible.

AGENDA

- The Superintendent/Board President leadership (President, Vice-President, Superintendent) will establish meeting times – agenda meetings are open to 3 Board of Education members.
- The Board leadership will notify the entire Board of meeting times and locations.
- Board members wishing to attend Board leadership meetings need to contact the Board President by email or phone call in advance to avoid an open meeting law violation (a maximum of 3 Board members may attend).

BOARD MEETINGS

- Meetings shall be conducted in accordance with *Roberts Rules of Order*.
- All Board member questions and comments will be directed to the Board President.
- Each Board member will have two (2) opportunities to speak on a specific agenda topic.
- Civility will be the standard of decorum at all Board meetings.
- The Board President will judge civility.
- Board members and the public are encouraged to speak within a three (3) minute time frame.

LEGAL

- Contacts with legal counsel should be from the Board President or Superintendent of Schools.
- In the event a Board member feels he/she needs to contact legal counsel, the Board member should contact the Board President or Superintendent first.